

#### Records Management Division

Schedule No.						
	C1382					
Page No.						
1	of	5				

#### RECORDS RETENTION AND DISPOSAL SCHEDULE

	Description  SUPERSEDES SCHEDULE C-763, C-764, C-770, C-974, C-975,  Correspondence	C-766, C-967,	Retention		
	C-770, C-974, C-975, Correspondence	. C-766, C-967,			
	Correspondence files including memorandums reports.	s, letters, and	Retain five (5) years then destroy.		
İ	Payroll/Time & Attendance Records Daily timesheets and leave records as required Standards Act (FLSA).	d by Fair Labor	Retain three (3) years then destroy.		
	General Files – Bureau of Utility Operations Miscellaneous administrative information rela ongoing activities of the Bureau.	ative to various	Retain five (5) years then destroy.		
	Purchasing Purchasing documents, requisitions, invoices, reconciliations, receipts, and supporting documents.		Retain three (3) years then destroy.		
	Budget Information used in budget preparations, budgappropriation data.	Retain three (3) years then destroy.			
	Capital Project Files/Grant Management 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 capit. project is completed and any audit is completed, whichever occurs later, then destroy.				
Computerized Maintenance Management Files 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.					
2/25/1	9 Kaun Kenny	Schedule Approved by State Archivist			
Date Schedule Appro	Signature wed by Records Management Officer				
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# Schedule No. C1382 Page No. 2 of 5

#### Records Management Division

Item No.	Description	Retention
8	Policies, Procedures, and Directives 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	Agreements 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	Accounting/Finance and Audit Records Reports of audits conducted, general finance reports, expense reports, annual inventory control.	Retain five (5) years then destroy.
11	Allocation Records 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	Meter Service Records Hydrant permit rentals	Retain until account has been retired, then destroy.
13	Utility Agreements/Public Work Agreements 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	House Connection/Infill Lot Contracts/Patch Paving Contracts, estimates, and inspections	Retain three (3) years then destroy.
15	Vehicle Records/Fleet Maintenance  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	Safety Records 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.



Schedule No.		
	C1382	
Page No.		1
3	of	5

#### Records Management Division

Item No.	Description	Retention
17	Training Records  a) Employee records, pay raises, and employee certifications	a) Retain for three years after the employee is no longer employed by the Bureau of Utility Operations, then destroy.
	b) Training course information. Excellence in Cost Effective Leadership (EXCEL) Program documents including certification requirements	b) Retain for the life of the course and/or certification program, plus two years, then destroy.
18	Pretreatment Program Files—Significant Commercial & Industrial 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	Biomonitoring Files Reports and correspondence relating to biomonitoring testing at water reclamation facilities.	Retain three (3) years then destroy.
20	Hazardous Waste Disposal Reports and correspondence related to disposal.	Retain three (3) years then destroy.
21	Stormwater Management Plans Site location data, plans and reports.	Retain five (5) year then destroy.
22	Laboratory 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	Regulatory Updates Federal Register and Code Of Maryland Regulations (COMAR) notices, Fact Sheets and impact summaries.	Retain three (3) years then destroy.
24	Marine Sanitation Pumpout System Dischargers Correspondence and evaluations of marina requests to discharge boat waste into the County's sewer system.	Retain five (5) years then destroy.



Schedule No.		
	C1382	
Page No.	1 1	
4	of	5

#### Records Management Division

Item No.	Description	Retention
25	Holding Tank Certifications/Applications 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	Sludge Utilization Permits County and contractor sludge permits, site detail data, correspondence, invoices, and hauling data.	Retain five (5) years then destroy.
27	Sewage Sludge Analysis Results of sewage sludge analyses for sewage sludge generated at County's water reclamation facilities.	Retain five (5) years then destroy.
28	Sewage Sludge Generation  Monthly and annual reports relating to sewage sludge volumes generated at County water reclamation facilities.	Retain five (5) years then destroy.
29	Supervisory Control & Data Acquisition (SCADA) 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	Operation and Maintenance Files 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	Regulatory Reporting 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.



Schedule No.		
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Page No.	• •	
5	of	5

#### Records Management Division

Item No.	Description	Retention
32	Fixed Asset Inventory Fixed asset annual inventory results.	Retain two (2) years after audit then destroy.
33	Damage Account Data/Public Information Requests Damage account numbers, invoices, site inspections, and requests for public information.	Retain five (5) years then destroy.
34	Generator and High Voltage Switch Gear Records  Maintenance and repair records for generators and high voltage switch gears.	Retain five (5) years then destroy.
35	Miss Utility Records Records, files and tickets related to line location services.	Retain three (3) years then destroy.
	Litigation Hold: When litigation of a particular matter commences, or is reasonably anticipated, the Office of Law will institute a litigation hold to persons involved in the case. The litigation hold is a memorandum directing that information relevant to the litigation, including electronically stored information, must be preserved and not destroyed. The details of what is required will be addressed in the litigation hold memorandum. It is imperative that all recipients adhere to the directions of the litigation hold, even if it is contrary to the directives of this retention policy. Questions regarding how to adhere to the instructions in the litigation hold can be addressed with the Office of Law and/or Office of Information Technology. The Office of Law will notify individuals when they are no longer subject to the litigation hold.	

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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 SERY RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			SION	AGENCY RECORDS INVENTORY PAGE 1 OF 87
Department/Agency     Anne Arundel County Department of Public     Works	Division     Bureau of Utility Operations			3. Unit Water	
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records	normally filed	and used as a	a unit for m	eference as well as retention and disposition
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19. Name and Title of Preparer			one Number	21. Dat			
Kimberly Cluney, Program Manager	'	410-222-32	U4	2/5/201	¥		

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Instructions -Type or Print a separate form for	DEPART	MENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT D			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275		
	Jessup, Maryland 20794				PAGE 8 OF 87	
	410-799-1930					
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Wastewater	
Works					•	
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DEFINITION: RECORD SERIES: A group of relati	ed records i	normally filed	and used as a	a unit for I	leference as well as retention and disposition	
purposes.						
4. Record Series Title				5. Earlie	est Year/Latest Year	
Correspondence Itm!				2014	to 2019	
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Correspondence files including memorandums, le	tters, and re	eports.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Votume		
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Bound Book Video Tape		Geographical		Other (sp	ecity)	
·			10, Annus		I Accumulation	
Other (specify)		Other (specify)	y) 1			
				x File Drawer(s)		
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				Computer Tape(s)		
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TI. TIID IS COOL			5	ics maches		
X Daily Weekly Monthly Annually			Number	Мо	nth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplic	aled Elsewhere? (If yes, specify agency or office.)	
1161 Deep Cove Rd. Churchton			No			
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
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19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9	
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Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 9 OF 87		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	ก	<u> </u>		3. Unit		
Anne Arundel County Department of Public	Bureau c	of Utility Opera	ations		Central Maintenance		
Works							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	and used as	a unit for r	eference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year				
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6. Record Series Description (Briefly describe the	types of inf	omation/doc	uments/forms	found in t	he series. Include the numose or function of the		
series.)	types of ith	OI HAUOI II GOÇ	umentshomis	iodrid iii t	the series. Include the pulpose of function of the		
Correspondence files including memorandums, le	tters, and re	eports.					
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7. Record Series Format(s) List all	1	8. Record Serie	s Sequence	9. Volume			
X Letter Size Microfilm	!	x Alphabetical		4 Number			
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Bound Book Video Tape		Geographical		Other (sp	ecity)		
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					Microfilm Reel(s)		
			Computer Other (spe				
			I	mas Inactive After			
11. File is Used			12. File Becomes Inactive After 5				
Daily X Weekly Monthly Annually			Number Month(s) X Year(s)				
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record 5	Series Duplica	aled Elsewhere? (If yes, specify agency or office.)		
445 Maxwell Frye Road			No	•			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
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Kimberly Cluney, Program Manager		410-222-32		2/5/201			
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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SE			NICES	AGENCY RECORDS INVENTORY		
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Will Necolds Neterition Golleddie (500 550-1)	Jessup, Maryland 20794			210	PAGE 10 OF 87		
	410-799-1930						
Department/Agency	2. Divisio	n			3. Unit		
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ntions		Central Maintenance		
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DEFINITION: RECORD SERIES: A group of relate	and used as	a unit for r	eference as well as retention and disposition				
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series.)				<b>'</b>			
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7. Record Series Format(s) List all	-	8. Record Serie	e Sanuaran	9. Volume			
7. Record Series Formans) List all		a. Record Sene	s Sequence	4			
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Audio Tape Floppy Disk	ļ	Chronological		Computer Tape(s)			
Bound Book Video Tape		Geographical		Other (specify)			
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435 Maxwell Frye Road		,	No	•			
15 Access Restrictions (If Yes alto Laurie) P. Decidation (-)			16 4	uiroment-			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  No			16. Audit Requ	un en lett(S			
			X None S	State Feder	ral Independent		
		*					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended I	Retention		
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19. Name and Title of Preparer			one Number	21. Dat			
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9		

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Instructions -Type or Print a separate form for each new or revised record series. Forward			ENERAL SEF		AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794				PAGE 11 OF 87		
Department/Agency	2. Divisio	n			3. Unit		
			stions				
Anne Arundel County Department of Public Works	Bureau C	of Utility Opera	alions		Tech Support		
TTOINS							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	and used as	a unit for r	l eference as well as retention and disposition			
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Correspondence Itm				2014 1	to 2019		
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
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7. Record Series Format(s) List all		8. Record Serie	- Converse	9. Volume			
7. Record Series Formatis) List all		b. Recurd Serie	is Sequence	9. Volume 16			
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Legal Size Computer Tape		Numerical		x File Orav Microfilm			
Audio Tape Floppy Disk		Chronological		Computer			
Bound Book Video Tape		x Geographical		Other (sp	ecity)		
·				10. Annua	Accumulation		
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				x File Drawer(s)			
					Reel(s)		
					т Таре(s)		
				Other (specify)			
11. File is Used			12. File Becom	les Inactive A	fter		
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Daily X Weekly Monthly Annually		-	Number	Мог	nth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville			14, Is Record \$	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
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17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended i	Retention		
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19. Name and Title of Preparer		20 Teleph	ne Number	21. Dat	ρ		
Kimberly Cluney, Program Manager		410-222-32		2/5/201			
Tambony Oranoy, Program Manager		710-222-32	.07	2/3/201	•		
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Instructions -Type or Print a separate form for			ENERAL SEF		AGENCY RECORDS INVENTORY	
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 12 OF 87	
		Jessup, Man				
Department/Agency	410-799-1930 2. Division			<u> </u>	3. Unit	
Anne Arundel County Department of Public	1	f Utility Opera	ations		Admin	
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DEFINITION: RECORD SERIES: A group of relation purposes.	ed records r	normally filed	and used as	a unit for r	eference as well as retention and disposition	
Record Series Title			5. Earliest Year/Latest Year			
Correspondence LTA				2014 t	to 2019	
6. Record Series Description (Briefly describe the	types of infe	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Correspondence files including memorandums, le	tters, and re	eports.				
			<u>-</u>			
7. Record Series Format(s) List all	Ţ	8. Record Serie	s Sequence	9. Volume 2		
X Letter Size Microfilm		x Alphabetical		Number		
Legal Size Computer Tape		Numerical		x File Drawer(s)		
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The state of the s	`			Other (specify)		
Bound Book Video Tape		Geographical		10. Annual Accumulation		
Other (specify)		Other (specify)			Accumulation	
				x File Drav	wer(s)	
				Microfilm		
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11. File is Used			12. File Becom	es Inactive A	fter	
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Sally Woods, A Motion, Familian,			Number Monutes X Fear(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)	
437 Maxwell Frye Rd. Millersville			No			
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			X None S	ober emic	ral Independent	
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17. Is an Index System used? If yes, explain briefly and describe No	requirements		18. Recon	nmended I	Retention	
NO			Retain 5 ye	ears then o	destroy	
	·····i					
19. Name and Title of Preparer			one Number	21. Dat	•	
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9 ,	
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Instructions -Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	VICES AGENCY RECORDS INVENTORY		
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 13 OF 87		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	on .		3. Unit			
Anne Arundel County Department of Public	Bureau c	of Utility Opera	ations		Business and Financial Services		
Works							
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records	and used as	a unit for r	eference as well as retention and disposition			
4. Record Series Title				5. Earlie	est Year/Latest Year		
Correspondence Itm				2014 1	to 2019		
Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Correspondence files including memorandums, le	tters, and r	eports.					
7. Record Series Formal(s) List all		B. Record Serie	s Sequence	9. Volume 5			
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Legal Size Computer Tape		Numerical		x File Drawer(s)			
Audio Tape Floppy Disk		x Chronological	1	Microfilm Reef(s) Computer Tape(s)			
				Other (specify)			
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Other (specify)		Other (specify)		1 Number			
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11. Fite is Used			12. File Becom	es Inactive A	fter		
Daily Weekly X Monthly Annualty			5 Number	Мог	nih(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis			14. Is Record \$	Series Duplica	alad Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements	-		
No			X None 5	State Feder	ral Independent		
				, , , , , ,	- <b>F</b>		
17. Is an index System used? If yes, explain briefly and describe	requirements		18. Recon	nmended (	Retention		
No			Retain 5 ye	ears then o	destroy		
19. Name and Title of Preparer	<del></del>	20 Telephi	one Number	21. Dat	Α		
Kimberly Cluney, Program Manager		410-222-32		2/5/201			
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORE 7275 W	ENERAL SERVICES EMENT DIVISION ad, P.O. Box 275 kland 20794		AGENCY RECORDS INVENTORY PAGE 14 OF 87			
Department/Agency     Anne Arundel County Department of Public     Works	2. Division  Bureau of Utility Operations				3. Unit Water		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records nor	and used as a					
4. Record Series Title Payroll/Time and Attendance ITM Z					est Year/Latest Year o 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	8	3. Record Series	Sequence	9. Volume			
X Letter Size Microfilm	×	( Alphabetical		4 Number			
Legal Size Computer Tape	r	Numerical		x File Draw			
Audio Tape Floppy Disk	,	Chronological	ļ	Microfilm Reel(s) Computer Tape(s)			
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			x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		Reel(s) Tape(s)		
11. File is Used			12. File Becomes Inactive After				
Daily X Weekly Monthly Annually			3 Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye 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) Yes HIPAA			16. Audit Requirements  None State X Federal 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			one Number 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)	RECC	RDS MANAG	ENERAL SER SEMENT DIVI ad, P.O. Box	SION	AGENCY RECORDS INVENTORY		
With Necolds Neterition Schedule (DGS 330-1)	Jessup, Maryland 20794			215	PAGE 15 OF 87		
Department/Agency	2. Divisio	าก			3. Unit		
Anne Arundel County Department of Public		of Utility Opera	ations		Wastewater		
Works	00,000				, , , , , , , , , , , , , , , , , , ,		
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
Record Series Title			5. Earliest Year/Latest Year				
Payroll/Time and Attendance In 2				2016 t	to 2019		
				<u> </u>	<u> </u>		
6. Record Series Description (Briefly describe the	types of int	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Daily timesheets and leave records as required by	Fair Labor	r Standards A	ct (FLSA)				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
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Audio Tape Floppy Disk		Chronological		Computer Tape(s) Other (specify)			
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Citiza (assaifa)		Other (see etc)		10. Annua 0.25	1 Accumulation		
Other (specify)		Other (specify)					
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11. File is Used			12. File Becom	12. File Becomes Inactive After			
11.711010 00000			3				
Daily X Weekly Monthly Annually			Number Month(s) X Year(s)				
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
445 Maxwell Frye Rd. Millersville			No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	•	-	16. Audit Req	uirements			
Yes HIPAA			N 61	V F			
			None St	and A F606	ral Independent		
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17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recon	nmended i	Retention		
No			Retain 3 ye	ears then o	destroy		
19. Name and Title of Preparer	<del></del>	20. Telephi	ne Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32		2/5/201			
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Instructions –Type or Print a separate form for	DEDAR	IMENT OF G	ENERAL SEF	SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward			EMENT DIVI				
with Records Retention Schedule (DGS 550-1)		-	ad, P.O. Box				
With Records Retention Schedule (DGS 330-1)	1213	Jessup, Man		275	PAGE 16 OF 87		
		410-79					
Department/Agency	2. Divisio	n	_		3. Unit		
Anne Arundel County Department of Public	Bureau o	f Utility Opera	itions		Wastewater		
Works							
DEFINITION: RECORD SERIES: A group of relate	ed records i	normally filed	and used as	a unit for r	eference as well as retention and disposition		
purposes.							
4. Record Series Title					st Year/Latest Year		
Payroll/Time and Attendance Zfn 2				20161	o 2019		
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)		<b>.</b>					
Daily timesheets and leave records as required by	Fair Labor	Standards A	ct (FLSA)				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
No. 10 Percent				1			
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				Microfilm Reel(s)			
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				10. Annual Accumulation			
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11. File is Used			12. File Becomes Inactive After				
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13. Current Location(s) (Bldg., Floor, Room)		<del> </del>	14 is Record 9	Sarias Dunlin	ated Elsewhere? (If yes, specify agency or office.)		
8833 Wagner Station Rd. Baltimore			No No	oones Dupilo	and Elsewhere: (if yes, specify agency of office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Regi	uirements			
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77							
17. Is an Index System used? If yes, explain briefly and describe No	requirements		18. Recom	nmended I	Retention		
NO.			Retain 3 ye	ears then o	lestroy		
19. Name and Title of Preparer		20. Telenhe	ne Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32		2/5/201			
Ambony Okinoy, Flogram Manager		710-242-32		2/3/201	~		

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Instructions –Type or Print a separate form for	DEPART	TMENT OF G	ENERAL SER	SERVICES AGENCY RECORDS INVENTORY				
each new or revised record series. Forward		RDS MANAG						
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275	BACE 47 OF 97			
		Jessup, Mary	yland 20794		PAGE 17 OF 87			
		410-799	1930					
1. Department/Agency	2. Divisio				3. Unit			
Anne Arundel County Department of Public	Bureau o	of Utility Opera	ntions		Wastewater			
Works								
DEFINITION: RECORD SERIES: A group of relate	d records i	normally filed	and used as a	a unit for r	oference as well as retention and disposition			
purposes.				<u> </u>				
4. Record Series Title				•	st Year/Latest Year			
Payroll/Time and Attendance I+m C				2016 t	o 2019			
6. Record Series Description (Briefly describe the t	ypes of int	ormation/doci	uments/forms	tound in t	he series. Include the purpose or function of the			
series.)	Cairl abou	· Chamalanda A	(EL CA)	-				
Daily timesheets and leave records as required by	raii Labor	Standards A	CI (FLSA)					
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 1				
X Letter Size Microfilm		x Alphabetical		Number				
10- Augustus		Att		x File Drawer(s)				
Legal Size Computer Tape		Numerical		X File Drav Microfilm				
Audio Tape Floppy Disk		Chronological		Computer Tape(s)				
Bound Book Video Tape		Geographical		Other (sp	ecify)			
Bould book Ardeo Labo		Geograpinos.		10. Annual Accumulation				
Other (specify)		Other (specify)						
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			n					
11. File is Used			12. File Becomes Inactive After 3					
Daily X Weekly Monthly Annually			3 Number Month(s) X Year(s)					
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462 Brockbridge Rd. Laurel			. No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements				
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			None Su	BIG V. LAGG	al Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended 1	Retention			
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Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9			

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Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY		
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With resolution surround (200 555 1)	Jessup, Maryland 20794			•	PAGE 18 OF 87		
		410-79	•				
Department/Agency	2. Divisio	n			3. Unit		
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Wastewater		
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DEFINITION: RECORD SERIES: A group of relate	Led records r	normally filed	and used as a	a unit for r	l eference as well as retention and disposition		
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Audio Tape Floppy Disk		Chronological		Computer Tape(s)			
Bound Book Video Tape		Geographical		Other (specify)			
Doding Book Place Paper		Ccograpmou		10. Annual Accumulation			
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1236 Cronson Blvd. Gambrills			No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
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			None St	ate X Feder	ral Independent		
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Kimberly Cluney, Program Manager		410-222-32		2/5/201	9		
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECC	RDS MANAG	ENERAL SER SEMENT DIVIS	SION	AGENCY RECORDS INVENTORY		
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Department/Agency	2. Divisio				3. Unit		
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Anne Arundel County Department of Public	Buleau C	ii Ounty Opera	auons		**asiewalei		
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	and used as	a unit for r	eference as well as retention and disposition			
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19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9		
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Instructions –Type or Print a separate form for	DEPAR*	TMENT OF G	ENERAL SER	RVICES AGENCY RECORDS INVENTORY		
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 20 OF 87	
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divisio		, 1000		3. Unit	
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes HIPAA			16. Audit Requ	uirements		
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Kimberly Cluney, Program Manager		410-222-32		2/5/201		
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERA RECORDS MANAGEMENT 7275 Waterloo Road, P.O			SION	AGENCY RECORDS INVENTORY		
· ·	Jessup, Maryland 20794				PAGE 21 OF 87		
Department/Agency	2. Divisio	n	_		3. Unit		
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Wastewater		
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13. Current Location(s) (Bidg., Floor, Room) 1161 Deep Cove Rd. Churchton			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No				
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Kimberly Cluney, Program Manager		410-222-32	.04	2/5/2019			

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Redention Schedule (DGS 550-1)   275 Waterloo Road, P.O. Box 275   Seasy, Maryland 20794   1. Department/Agency   2. Division   3. Unit   Infrastructure   Notes								
Arme Arunded County Department of Public Works    DEFINITION RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.	each new or revised record series. Forward	RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			SION			
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Second Series Title			,					
Autor Tape  Other (specify)  15. Earliest Year/Latest Year 2016 to 2019  5. Earliest Year/Latest Year 2016 to 2019  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 Formaticy Ust all  Aphabetical  X Letter Size Microfilm  Aphabetical  Autor Tape  Numerical  X Citrorologicet  Geographical  Other (specify)  Other (specify)  10. Annual Accomutation 1 Number  X File Diswards  Accomplier Tape(s)  Other (specify)  10. Annual Accomutation 1 Number  X File Diswards  Numerical  10. Annual Accomutation 1 Number  X File Diswards  Accomplier Tape(s)  Other (specify)  10. Annual Accomutation 1 Number  X File Diswards  Number Neticly X Year(s)  15. Current Location(s) (Bilds, Fisor, Room) 437 Vaswell Fys Rd Milleravilis  15. Access Restrictions (if Yes, die Lave(s) & Regulation(s) Yes HPAA  16. Record Series Deplicated Elsewhein? (if yes, specify agency or office.) Nor State X Federal Independent  17. Is an index System used? if yes, explain birthy and describe requirements Nor State X Federal Independent  19. Name and Title of Preparer  20. Telephone Number  21. Date	170.110							
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Kimberly Cluney, Program Manager 410-222-3204 2/5/2019	19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	е		
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Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY		
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. B			275	PAGE 23 OF 87		
		Jessup, Man			PAGE 25 OF U		
1 Department/Agency	2. Divisio	410-799	9-1930		3. Unit		
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DEFINITION: RECORD SERIES: A group of relate purposes.	d records	and used as	a unit for r	eference as well as retention and disposition			
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Kimberly Cluney, Program Manager		410-222-32	:04	2/5/201	<del>y</del>		
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Instructions –Type or Print a separate form for each new or revised record series. Forward		TMENT OF G		i i			
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Kimberly Cluney, Program Manager		410-222-32	04	2/5/201	9		

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Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	a		
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 26 OF B7		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio			-	3. Unit		
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Kimberly Cluney, Program Manager		410-222-32		2/5/201			
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	Jessup, Maryland 20794				PAGE 27 OF BI		
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	and used as	a unit for r	eference as well as retention and disposition			
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Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9		

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Department/Agency	2. Division		3. Unit			
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition						
purposes.						
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Kimberly Cluney, Program Manager	410-222-3		2/5/201			
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	410-799-1930						
Department/Agency	2. Division				3. Unit		
Anne Arundel County Department of Public	Bureau of Utility Operations		ations		Wastewater		
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition							
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19. Name and Title of Preparer	20. Telephone Number		one Number	mber 21. Date			
Kimberly Cluney, Program Manager	410-222-320		204	2/5/2019			
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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES AGENCY RECORDS INVENTORY		
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	Jessup, Maryland 20794				PAGE 30 OF 87	
		410-79	9-1930			
Department/Agency	2. Divisio	'n		3. Unit		
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations	Central Maintenance		
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
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Kimberiy Cluney, Program Manager 410-222-32				9		
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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES AGENCY RECORDS INVENTORY			
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	410-799-1930						
Department/Agency	2. Division				3. Unit		
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition							
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Kimberly Cluney, Program Manager 410-222-320				2/5/2019			
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Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SER	VICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	DEPARTMENT OF GENERAL SER				_	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
,	Jessup, Maryland 20794				PAGE 32 OF 87	
		410-79				
Department/Agency	2. Division	ו			3. Unit	
Anne Arundel County Department of Public	Bureau of	Utility Opera	ations		Admin	
Works						
DEFINITION: RECORD SERIES: A group of relater purposes.	d records n	ormally filed	and used as a	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
General Files- BUO Operations				2014 t	o 2019	
	<u>.</u>					
6. Record Series Description (Briefly describe the t	ypes of info	rmation/doc	uments/forms	found in t	ne series. Include the purpose or function of the	
series.)						
Miscellaneous administrative information relative to	various on	ngoing activit	ies of the Bure	eau.		
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7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	-	
			-	0.5		
X Letter Size Microfilm		x Alphabetical		Number		
Legal Size Computer Tape		Numerical	]	x File Drawer(s)		
Audia Tana - Flanny Diel		Chanalasias		Microfilm :	, ·	
Audio Tape Floppy Disk		Chronological	İ	Computer Tape(s) Other (specify)		
Воилd Book Video Таре	Geographical					
Other (specify)		Other (specify)		10. Annual Accumulation 0.10000000000000001		
Outer (specify)		Other (specify)	0.1000000 Number		0000000001	
				x File Drav Microfilm	• •	
			Computer		· · ·	
	]			Other (sp	ecify)	
11. File iş Used			12. File Becom	es Inactive A		
			1	CS III CONTO A	· ·	
Daily Weekly X Monthly Annually			Number	X M	onth(s) Year(s)	
Current Location(s) (Bldg., Floor, Room)     A37 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)			16. Audit Requirements			
No		l				
			X None State Federal Independent			
			_			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended F	Retention	
No			Retain 5 ye	ars then o	lestroy	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	9	
Kimberly Cluney, Program Manager		410-222-32		2/5/201	9	
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Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENERAL SEF	ERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro			ľ	
Will Note the Control of the Control		yland 20794	2.0	PAGE 33 OF 87	
	410-79	99-1930			
Department/Agency	2. Division			3. Unit	
Anne Arundel County Department of Public	Bureau of Utility Oper	ations		Business and Financial Services	
Works					
İ					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
General Files- BUO Operations 17m 3			2014 (	o 2019	
6. Record Series Description (Briefly describe the	types of information/doc	:uments/forms	found in t	he series. Include the purpose or function of the	
series.)	,,				
Miscellaneous administrative information relative to	o various ongoing activi	ties of the Bure	9311		
Miscellaneous administrative improvedor receive a	J Vallous origoning don	1165 Or a 10 Da	5 <b>6</b> 0.		
				1	
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume		
	.: Nahahatiaal		8 Number		
X Letter Size Microfilm	x Alphabetical		Number		
Legal Size Computer Tape	Numerical		x File Drawer(s)		
			Microfilm Reel(s)		
Audio Tape Floppy Disk	Chronological		Computer Tape(s)		
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Other (specify)	Other (specify)	·	0	, resultation.	
			Number		
			x File Drav		
		Compute		• •	
			Other (sp	ecify)	
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11. File is Used		12. File Becom	nes Inactive A	fler	
Daily Weekly X Monthly Annually		5 Number	Мо	nth(s) X Year(s)	
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13. Current Location(s) (Bldg., Floor, Room)		14 is Record S	Paries Dunlin	ated Elsewhere? (If yes, specify agency or office.)	
2662 Riva Rd. Annapolis		No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audil Requirements			
No		10. 7.2	uli (011.01,1.0		
		X None S	State Fede	ral Independent	
17. Is an Index System used? If yes, explain briefly and describe	iromonte	12 5			
No	lednuswens	18. Rесол			
		Retain 5 ye	ears then e	destroy	
40 Name and Title of Property	20 Talash	a a Alumah a a	] a4 Da4	-	
19. Name and Title of Preparer	•	one Number	21. Dat		
Kimberly Cluney, Program Manager	410-222-3	204	2/5/201	9	

Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SEF	RVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
,	Jessup, Maryland 2079				PAGE 34 OF 87	
		410-799				
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Water	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as	a unit for r	reference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Purchasing T+m T			Ì	2016 1	to 2019	
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6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	,, poo -:				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Purchasing documents, requisitions, invoices, cred	dit card reco	onciliations re	eceints and s	unnortina	documents	
Talandang doddnono, roquonono, mroices, old	un our roo.	3110111atio110, 11	occipio, and c	oppo9		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9, Volume 4		
X Letter Size Microfilm		Alphabetical		Number		
Legal Size Computer Tape		Numerical		x File Orav Microfilm		
Audio Tape Floppy Disk		x Chronological		Computer	• •	
		-		Other (sp		
Bound Book Video Tape		Geographical				
Other (specify)	l	Other (specify)		10. Annua 1	I Accumulation	
			Number			
				x File Drav		
	ļ			Microfilm Reel(s)  Computer Tape(s)		
				Other (sp	ecity)	
11. File is Used			12. File Becom	or Inactive A	Nor	
11.11015 0364			3	ios macinto A		
Daily Weekly X Monthly Annually			Number	Mor	nth(s) X Year(s)	
			1			
13. Current Location(s) (Bldg., Floor, Room)			ll .		ated Elsewhere? (If yes, specify agency or office.)	
437 Maxwell Frye Rd. Millersville			Yes Purchasing, 2660 Riva Rd. Annapolis			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<del> </del>		16. Audit Requirements			
No						
			X None S	State Feder	ral Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	nmended I	Retention	
No			Retain 3 ye	ears then o	destroy	
					•	
	1		1	r		
19. Name and Title of Preparer			one Number	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9	
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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				
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275	ENCY RECORDS INVENTORY			
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275				
	PAGE 35 OF 87			
410-799-1930				
1. Department/Agency 2. Division 3. Unit				
Anne Arundel County Department of Public Bureau of Utility Operations Wastewater				
Works				
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as we purposes.	ell as retention and disposition			
4. Record Series Title 5. Earliest Year/Latest	Year			
Purchasing 2016 to 2019				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Inclu	ude 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 8. Record Series Sequence 9. Volume				
] 1				
X Letter Size Microfilm X Alphabetical Number				
Legal Size Computer Tape Numerical X File Drawer(s)				
Microfilm Reel(s)				
Audio Tape Floppy Disk Chronological Computer Tape(s)  Other (specify)	Computer Tape(s) Other (specify)			
Bound Book Video Tape Geographical				
Other (specify) 1  Other (specify) 1				
Other (specify) 1 Number				
x File Drawer(s)  Microfilm Reel(s)				
Computer Tape(s)				
Other (specify)				
11. File is Used 12. File Becomes Inactive After				
3				
X Daily Weekly Monthly Annually Number Month(s) X Year(s)				
l l	14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.)  Yes Purchasing, 2660 Riva Rd. Annapolis			
Too I distributed	res Purchasing, 2000 Riva Rd. Amapons			
15, Access Restrictions (If Yes, cite Law(s) & Regulation(s)  16. Audit Requirements	16. Audit Requirements			
No X None State Federal Independent				
A Note State redetal independent				
l l				
17. Is an Index System used? If yes, explain briefly and describe requirements  18. Recommended Retention	Retain 3 years then destroy			
No No				
No Retain 3 years then destroy				

purposes.  4. Record Series Title Purchasing				ISION		
Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.						
7. Record Series Format(s) List all  X Letter Size Microfilm  Legal Size Computer Tape  Audio Tape Floppy Disk  Bound Book Video Tape  Other (specify)	8. Record Series Sequence  x Alphabetical  Numerical  Chronological  Geographical  Other (specify)			9. Volume 1 Number  x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)  10. Annual Accumulation 1 Number  x File Drawer(s) Microfilm Reel(s)		
11. File is Used			3	Computer Tape(s) Other (specify)  File Becomes Inactive After		
X Daily Weekly Monthly Annually  13. Current Location(s) (Bldg., Floor, Room)  8833 Wagner Station Rd. Baltimore			Number Month(s) X Year(s)  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  X None State Federal 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. Telepho 410-222-32	phone Number 21. I -3204 2/5/2		•	

Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SER	SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
,	Jessup, Maryland 20794				PAGE 37 OF 87	
1. Department/Agency	410-799-1930 2. Division			-	3. Unit	
Department/Agency     Appe Apped County Department of Rublic			tione		Wastewater	
Anne Arundel County Department of Public  Works	buleau oi	Utility Opera	IIIONS		Wastewater	
WORS						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Purchasing				2016 1	to 2019	
6. Record Series Description (Briefly describe the t	types of info	ormation/docu	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Purchasing documents, requisitions, invoices, cred	dit card reco	nciliations, re	eceipts, and s	upporting	documents.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
				1		
X Letter Size Microfilm	1	x Alphabetical	l	Number		
Legal Size Computer Tape		Numerical		x File Drav	ver(s)	
Audio Tono - Flagge Disk		Chanasianiani		Microfilm	• •	
Audio Tape Floppy Disk		Chronological		Computer Other (sp		
Bound Book Video Tape		Geographical				
Other (specify)	1	Other (specify)		10. Annua 1	Accumulation	
		o mor (opcomy)	Number			
				x File Drawer(s)  Microfilm Reel(s)		
			Compute		• •	
				Other (sp	ecify)	
11. File is Used	I		12. File Becom	les Inactive A	fter	
			3			
X Daily Weekly Monthly Annually			Number Month(s) X Year(s)			
40.0			44.1.10	2.2 2		
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			
No			X None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recorr	mended !	Patantina	
No						
			Retain 3 ye	a13 UICH (	aesii Oy	
10 A				T		
19. Name and Title of Preparer		· ·	one Number	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	04	2/5/201	9	

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	2.05.00 05.00	
	Jessup, Maryland 20794				PAGE 38 OF 87	
		410-79	9-1930			
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Wastewater	
Works						
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records i	normally filed	and used as a	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Purchasing				2016 (	o 2019	
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Purchasing documents, requisitions, invoices, cred	dit card rec	onciliations, re	eceipts, and s	upporting	documents.	
7. Recard Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
, , , , , , , , , , , , , , , , , , ,				1		
X Letter Size Microfilm		x Alphabetical		Number		
Legal Size Computer Tape		Numerical		x File Drawer(s)		
				Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronological		Computer Tape(s)		
Bound Book Video Tape		Geographical		Other (specify)		
·		• •		10, Annual Accumulation		
Other (specify)		Other (specify)				
				Number		
				x File Drav	wer(s)	
					crofilm Reel(s)	
	·			Computer Tape(s) Other (specify)		
11. File is Used			12. File Becom	ies Inactive A	fler	
X Daily Weekly Monthly Annually			3 Number	Mor	nth(s) X Year(s)	
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13. Current Location(s) (Bldg., Floor, Room)			14, Is Record S	Series Duplic	ated Elsewhere? (If yes, specify agency or office.)	
1236 Cronson Blvd. Gambrills		•	Yes Purchasing, 2660 Riva Rd. Annapolis			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			46 Audi Bandramanta			
No			16. Audit Requirements			
			X None S	State Fede	ral Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recon	mended i	Retention	
No			Retain 3 ye			
			1.0000		2551109	
		AA == :		1 -	<u> </u>	
19. Name and Title of Preparer			one Number	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
,	Jessup, Maryland 20794				PAGE 39 OF 87	
		410-799				
Department/Agency	2. Division	1			3. Unit	
Anne Arundel County Department of Public	Bureau of	Utility Opera	itions		Wastewater	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as a	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Purchasing				2016 t	o 2019	
6. Record Series Description (Briefly describe the	types of info	rmation/docu	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Purchasing documents, requisitions, invoices, cred	dit card reco	nciliations, re	eceipts, and s	upporting	documents.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	<u> </u>	
2. Nosara estiles ( siniaga) Elekan		3. 7133313 3347		1		
X Letter Size Microfilm		x Alphabetical		Number		
Legal Size Computer Tape		Numerical		x File Drav	wer(s)	
Edgar diza Computar rapo		110,110,11021		Microfilm		
Audio Tape Floppy Disk		Chronological		Computer		
Bound Book Video Tape		Geographical		Other (sp	acify)	
Board Book Trade Tape		Coograpmou		10. Annua	Accumulation	
Other (specify)		Other (specify)	1			
			Number			
				x File Drav	wer(s)	
			Microfilm			
	}		Compute Other (sp			
11. File is Used			12. File Becom	es Inactive A	fter	
X Daily Weekly Monthly Annually			3 Number	Mo	nth/s) V Voqes	
A Daily Weekly Worldby Althouny			Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record 5	Series Duplica	aled Elsewhere? (If yes, specify agency or office.)	
1340 Log Inn Rd. Annapolis			Yes Purchasing, 2660 Riva Rd. Annapolis			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  No			16. Audit Requirements			
			X None S	State Feder	ral Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recorr	mendad I	Potention	
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			Retain 3 ye	ars men d	desiroy	
				,		
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32	:04	2/5/201	9	
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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 40 OF 87	
	Jessup, Maryland 20794				TROE 40 OF OF	
-		410-79	<del>3</del> -1930			
Department/Agency	2. Divisio				3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Wastewater	
Works						
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition	
purposes.						
4. Record Series Title					est Year/Latest Year	
Purchasing				2016	to 2019	
					<del></del>	
Record Series Description (Briefly describe the t	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	414				d	
Purchasing documents, requisitions, invoices, cred	ait card rec	onciliations, re	eceipts, and s	upporting	documents.	
	<u>-</u>					
7. Record Series Farmat(s) List all		8. Record Serie	s Sequençe	9. Volume		
X Letter Size Microfilm		x Alphabetical		1 Number		
Legal Size Computer Tape		Numerical		x File Drawer(s) Microfilm Reek(s)		
Audio Tape Floppy Disk		Chronological		Computer Tape(s)		
				Other (specify)		
Bound Book Video Tape		Geographical		10. Annual Accumulation		
Other (specify)		Other (specify)		10. Annua 1	a Accumulation	
			Number			
				x File Drav	wer(s)	
				Microfilm	• •	
				Computer		
				Other (sp	ecify)	
11. File is Used			12. File Becom	es Inactive A	fter	
V Bellis Marklis Marks Arrostlis			3	84	anto Vicado	
X Daily Weekly Monthly Annually			Number	Moi	nth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	<u> </u>	<u></u>	14, Is Record 5	Series Duplic	ated Elsewhere? (If yes, specify agency or office.)	
7327 Edgewood Rd. Annapolis			ŀ		Riva Rd. Annapolis	
16 Appea Posticione (ISVos site Laura) 9 Daniellaria			16 4	ulvana a at -		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  No			16. Audit Requ	uirements		
			X None S	State Feder	ral Independent	
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom	mended !	Retention	
No			Retain 3 ye			
			1.000,10 96	rary tricil (		
10.11	-		L	T		
19. Name and Title of Preparer			one Number .	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201 	9	
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Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENERAL SER	VICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAG					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Re	•				
Will records receiled records (200 000 v)		yland 20794	2.0	PAGE 41 OF 87		
	·	9-1930				
Department/Agency	2. Division			3. Unit		
Anne Arundel County Department of Public	Bureau of Utility Oper	ations		Wastewater		
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title	·		5. Earliest Year/Latest Year			
Purchasing			2016 (	o 2019		
Ç						
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)						
Purchasing documents, requisitions, invoices, crea	dit card reconciliations, i	eceipts, and s	upporting	documents.		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9, Volume			
The second secon	3.7.000.100.11	- : 40*****	1			
X Letter Size Microfilm	x Alphabetical		Number			
Legal Size Computer Tape	Numerical		x File Drawer(s)			
<b>-</b>			Microfilm Reel(s)			
Audio Tape Floppy Disk	Chronological		Computer Tape(s)			
Bound Book Video Tape	Geographical		Other (specify)			
,			10. Annua	Accumulation		
Other (specify)	Other (specify)		1			
			Number			
			x File Drawer(s)			
			Microfilm	• •		
			Computer Tape(s) Other (specify)			
11. Fite is Used		12. File Becom	es Inactive A	fter		
X Daily Weekly Monthly Annually		3 Number	Moi	nth(s) X Year(s)		
, i						
13. Current Location(s) (Bldg., Floor, Room)	·	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
1161 Deep Cove Rd. Churchton		Yes Purchasing, 2660 Riva Rd. Annapolis				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<del></del>	16. Audit Requirements				
No		· o. radii madaii omana				
		X None S	State Fede	ral Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recom	nmended I	Retention		
No .			ears then o	destroy		
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19. Name and Title of Preparer	20 Tolonh	one Number	21. Dat	0		
Kimberly Cluney, Program Manager						
Namberry Cloney, Frogram Manager	410-222-3	<b>4</b> 04	2/5/201	<b>9</b>		
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Instructions –Type or Print a separate form for	DEPARTMENT OF (	SENERAL SEF	RAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R				
,		ryland 20794		PAGE 42 OF 87	
	• •	99-1930			
Department/Agency	2. Division			3. Unit	
Anne Arundel County Department of Public	Bureau of Utility Ope	ations		Infrastructure	
Works					
DEFINITION: RECORD SERIES: A group of relate	ed records normally file	and used as	a unit for r	eference as well as retention and disposition	
purposes.  4. Record Series Title		<del></del> :	5 Fadis	est Year/Latest Year	
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6. Record Series Description (Briefly describe the	tunes of information/do	cumente/forme	found in t	he series Include the number or function of the	
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) No		16. Audit Requirements			
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17. Is an Index System used? If yes, explain briefly and describe requirements     No			nmended		
		Retain 3 ye	ears then o	destroy	
19. Name and Title of Preparer	20. Telepi	none Number	21. Dat	te	
Kimberly Cluney, Program Manager	410-222-3	204	2/5/201	19	
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					ACENCY DECODING INVENTORY	
Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SE				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box					
with Records Retention Schedule (DGS 550-1)	Jessup, Maryland 20794			213	PAGE 43 OF 87 .	
	410-799-1930					
Department/Agency	2. Divisio	n		3. Unit		
Anne Arundel County Department of Public	Bureau c	of Utility Opera	ations		Central Maintenance	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Purchasing				2015 t	o 2019	
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)  Purchasing documents, reguisitions, invoices, cre-	dit card rec	onciliations r	eceinte and e	unnortina	documents	
r dichasing documents, requisitions, invoices, de-	un caro rec	oncarations, n	cocipa, and s	apporting	documents.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
445 Maxwell Frye Rd. Millersville			Yes Purchasing, 2660 Riva Rd. Annapolis			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		-	16. Audil Requirements			
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17. Is an Index System used? If was explain briefly and describe	requiremente		18. Recom	monded	Potentian	
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19. Name and Title of Preparer		20. Telepho	II one Number	21. Dat	e ·	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		

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Instructions –Type or Print a separate form for	DEPAR	IMENT OF G	ENERAL SEF	RVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			EMENT DIVI			
with Records Retention Schedule (DGS 550-1)			ad, P.O. Box	'		
, ,	Jessup, Maryland 20794 410-799-1930				PAGE 44 OF 87	
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ntions		Central Maintenance	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	and used as	a unit for r	eference as well as retention and disposition		
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Purchasing				2015	o <b>201</b> 9	
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series.)						
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7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
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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 Req	uirements		
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			Retain 3 ye	ars then (	pestroy	
			L <u>.                                    </u>		<u> </u>	
19. Name and Title of Preparer			one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9	
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Instructions -Type or Print a separate form for	DEPART	MENT OF G	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY		
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With the control of the transfer of the transf		Jessup, Mar			PAGE 45 OF 87		
	410-799-1930						
Department/Agency	2. Division	 n		· · ·	3. Unit		
Anne Arundel County Department of Public	Bureau of	f Utility Opera	ntions		Tech Support		
Works							
DEFINITION: RECORD SERIES: A group of relate	ed records r	and used as a	a unit for r	eference as well as retention and disposition			
purposes.  4. Record Series Title				5. Earlie	est Year/Latest Year		
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6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)	Albana as mus				and the second s		
Purchasing documents, requisitions, invoices, cre-	dit card reco	onciliations. re	eceipts, and s	upporting	documents.		
The state of the s	12.2 100						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 0.5			
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13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersvilte			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
TTO INIDAWCII FI YO NO. INIIII GISVIILO			Yes Purchasing, 2660 Riva Rd. Annapolis				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
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17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	nmended	Retention		
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19 Name and Title of Preparer		20 Teleph	II one Number	21, Dat	Δ		
19. Name and Title of Preparer  Kimberly Clupey, Preprent Manager				1			
Kimberly Cluney, Program Manager		410-222-32	.04	2/5/201	3		
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Instructions –Type or Print a separate form for	DEPAR <sup>1</sup>	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	RDS MANAG	SEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)		5 Waterloo Ro					
		Jessup, Mary			PAGE 46 OF 87		
		410-799	-				
Department/Agency	2. Divisio	ภา			3. Unit		
Anne Arundel County Department of Public	Bureau c	of Utility Opera	ations		Admin		
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DEFINITION: RECORD SERIES: A group of related purposes.	d records	and used as a	a unit for r	reference as well as retention and disposition			
4. Record Series Title	-			5. Earlie	est Year/Latest Year		
Purchasing				2017	to 2019		
6. Record Series Description (Briefly describe the t	ypes of inf	formation/doci	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
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7. Record Series Format(s) List all	1	8. Record Series	s Sequence	9. Volume 0.25			
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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				
497 (MOANTOILLEYS) CALL CHILDENSTON			Yes Purchasing, 2660 Riva Rd. Annapolis				
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19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	re		
Kimberly Cluney, Program Manager	!	410-222-32	<u>2</u> 04	2/5/201	9		
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Instructions –Type or Print a separate form for each new or revised record series. Forward			ENERAL SERVICES		AGENCY RECORDS INVENTORY		
	RECORDS MANAGEMENT DIVI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 47 OF 87		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	n		3. Unit			
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Business and Financial Services		
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title		_	5. Earliest Year/Latest Year				
Purchasing				2015 t	o 2019		
6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Purchasing documents, requisitions, invoices, cred	dit card reco	onciliations, re	eceipts, and s	upporting	documents.		
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7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 4			
X Letter Size Microfilm		x Alphabetical		Number			
Legal Size Computer Tape		Numerical		x File Drawer(s)			
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2662 Riva Rd. Annapolis			Yes Purchasing, 2650 Riva Rd. Annapolis				
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Kimberly Cluney, Program Manager		410-222-32		2/5/201	9		
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Instructions –Type or Print a separate form for each new or revised record series. Forward			*	MENT DIVISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
, ,		Jessup, Mar			PAGE 48 OF 87	
	410-799-1930					
Department/Agency	2. Divisio				3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	itions		Business and Financial Services	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records i	normally filed	and used as a	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Capital Project Files/Grant Management Ttm	, 6		2013 to 2019			
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Correspondence and documents related to constru- and renewals.	uction of ne	ew facilities ar	id rehabilitatio	ins of exis	ting facilities. Contains grant applications, awards,	
and renewals.					}	
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7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 4		
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11. File is Used			5 5	ies mactive A	ner	
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19. Name and Title of Preparer		20. Telepho	ne Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		
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Instructions -Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			MENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275	5105 /0 05 07		
	Jessup, Maryland 20794				PAGE 49 OF 87		
	410-799-1930						
Department/Agency	2. Divisio				3. Unit		
Anne Arundel County Department of Public	Bureau o	of Utility Opera	itions		Water		
Works							
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
purposes.  4. Record Series Title	_			5. Earlie	st Year/Latest Year		
Agreements Itm 9				1970 to 2019			
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6. Record Series Description (Briefly describe the	types of inf	formation/doc	ments/forms	found in t	he series. Include the purpose or function of the		
series.)			F-4	-41	:		
Agreements between Bureaus, County Departmen	nts, Municip	oalities, State,	Federal, and	otner orga	anizations.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Valume 1	,		
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437 Maxwell Frye Rd, Millersville			Yes Busin	ess & Financ	ai Services		
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19. Name and Title of Preparer		20 Telepho	IL one Number	21. Dat			
Kimberly Cluney, Program Manager		410-222-32		2/5/201			
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Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SER' RECORDS MANAGEMENT DIVIS				//CES		
with Records Retention Schedule (DGS 550-1)							
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	410-799-1930						
Department/Agency	2. Divisio	n			3. Unit		
Anne Arundel County Department of Public	Bureau o	of Utility Opera	itions		Business and Financial Services		
Works							
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition		
purposes.  4. Record Series Title				5. Earlie	est Year/Latest Year		
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6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Agreements between Bureaus, County Departmen	nts, Municip	palities, State,	⊢ederal, and	other orga	anizations.		
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Daily Weekly X Monthly Annually			50 Number	Moi	nth(s) X Year(s)		
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
2662 Riva Rd. Annapolis			No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
No No			None X S	State X Fed	eral Independent		
					·		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recorr	mended I	Retention		
No					ter the agreement has been terminated, then		
			destroy.	, <del>.</del>	· • · · · · · · · · · · · · · · · · · ·		
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32		2/5/201	9		
		}					

Jacks stigger. Type or Brief a gaparate form for	DEPARTMENT OF GENERAL SEI			AGENCY RECORDS INVENTORY			
Instructions –Type or Print a separate form for each new or revised record series. Forward							
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVE 7275 Waterloo Road, P.O. Box						
Will Records Retention outleadie (500 000-1)	Jessup, Maryland 20794			_,,	PAGE 51 OF 87		
	0000	410-799-1930					
Department/Agency	2. Division				3. Unit		
Anne Arundel County Department of Public	Bureau of Utilit	ty Operation	ns		Wastewater		
Works							
DEFINITION, DECORD SERVES: A group of relati	d rocarda norma	the filed one	d upped on a	unit for r	oference on well as retention and disposition		
purposes.	ed records norma	any med and	nd used as a unit for reference as well as retention and disposition				
4. Record Series Title				5. Earlie	st Year/Latest Year		
Agreements				2008 t	0 2019		
	<u> </u>						
6. Record Series Description (Briefly describe the	types of informat	tion/docume	ents/forms	found in th	ne series. Include the purpose or function of the		
series.)			a	46			
Agreements between Bureaus, County Departmen	nts, Municipalities	s, State, Fe	deral, and	other orga	anizations.		
7. Record Series Format(s) List all	8. Re	cord Series Se	quence	9. Volume 0.25			
X Letter Size Microfilm	x Alpi	habetical		Number			
Legal Size Computer Tape	Num	erical		x File Drawer(s) .			
				Microfilm Reel(s)			
Audio Tape Floppy Disk	Chro	onological		Computer Tape(s) Other (specify)			
Bound Book Video Tape	Geog	graphical					
Other (mark)	011-01	- /	[	10. Annual Accumulation			
Other (specify)	Other	r (specify)	_	0.125 Number			
	,				Drawer(s) film Reel(s)		
			1		emputer Tape(s)		
				Other (specify)			
11. File is Used		1:	12. File Becomes Inactive After				
		- 11	50				
Daily Weekly X Monthly Annually		N	Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.)				
445 Maxwell Frye Rd. Millersville			14. Is Necord Series Duplicated Elsewhere? (If yes, specify agency or office.)  No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<del> </del>		6. Audit Requ	ricements			
No		"	rww.rvequ				
	•		None X S	tate Feder	al Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	1	18. Recom	mended F	Retention		
No No		<b>∦</b> F	Retain for 3	years aft	er the agreement has been terminated, then		
		d	destroy.				
19. Name and Title of Preparer	20.	Telephone	Number	21. Date	9		
Kimberly Cluney, Program Manager		-222-3204		2/5/201	9		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency Anne Arundel County Department of Public Works	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 2079- 410-799-1930 2. Division Bureau of Utility Operations			SION	PAGE 52 OF 87  3. Unit Wastewater	
DEFINITION: RECORD SERIES: A group of relate purposes.  4. Record Series Title Accounting/Finance and Audit Records  6. Record Series Description (Briefly describe the series.) Reports of audits conducted, general finance reports	formation/doc	uments/forms	5. Earlie 2014 t	est Year/Latest Year to 2019		
7. Record Series Format(s) List all  X Letter Size Microfilm  Legal Size Computer Tape  Audio Tape Floppy Disk  Bound Book Video Tape  Other (specify)	8. Record Series Sequence  Alphabetical  Numerical  x Chronological  Geographical  Other (specify)			9. Volume 0.5 Number  x File Drawer(s) Microfilm Reel(s) Computer Tepe(s) Other (specify)  10. Annual Accumulation 0.10000000000000001 Number  x File Drawer(s) Microfilm Reel(s) Computer Tape(s)		
11. File is Used  Daily Weekly X Monthly Annually  13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) No  17. Is an Index System used? If yes, explain briefly and describe requirements No			12. File Becomes Inactive After 5 Number Month(s) X Year(s)  14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No  16. Audit Requirements X None State Federal Independent  18. Recommended Retention Retain 5 years then destroy			
19. Name and Title of Preparer Kimberly Cluney, Program Manager		20. Telepho 410-222-32	ne Number 21. Date 2/5/2019			

Instructions Type or Brint a congrate form for	DEDAD	MENT OF G	ENEDAL SEE	SERVICES AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SEI RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)						
with Necolds Neteritori Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			210	PAGE 53 OF 87	
		410-799				
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	itions		Business and Financial Services	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4 Record Series Title				5. Earlie	st Year/Latest Year	
Allocation Records Trm				1999 t	o 2019	
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Information on the allocation of water and wastewa	iter for dev	elopers of res	idential subdi	ivisions.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
				10		
X Letter Size Microfilm		x Alphabetical		Number		
X Legal Size Computer Tape		Numerical		x File Drawer(s)		
Audio Torro Elegar, Diele		Chronological		Microfilm Reel(s)  Computer Tape(s)		
Audio Tape Floppy Disk		Chronological		Other (specify)		
Bound Book Video Tape		Geographical				
Other (specify)	l	Other (specify)		10. Annual Accumulation		
Gales (specify		Oliver (appeality)		1 Number		
				x File Drawer(s) Microfilm Reel(s)		
				Computer	• •	
				Other (specify)		
11. Fite is Used		<u>-</u>	12. File Becom	les Inactive A	fler	
			2			
X Daily Weekly Monthly Annually			Number	Mor	nth(s) X Year(s)	
42 Compatibility (Bids Figs Boom)			## In Florence	Carina O valia	and file and a file an	
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 Requ	uirements		
140			X None S	State Feder	al Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements				nmended I	Potention	
No						
			Retaill unit	ı z years a	ifter buildout, then destroy.	
·						
			<u> </u>	Ι.		
19. Name and Title of Preparer		•	one Number	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	:04	2/5/201	9	

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Instructions –Type or Print a separate form for	DEPARTMENT	T OF GE	ENERAL SER	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS N						
with Records Retention Schedule (DGS 550-1)	7275 Water	rloo Roa	ad, P.O. Box	275	2405 54 05 87		
	Jessup, Maryland 20794 410-799-1930				PAGE 54 OF 87		
Department/Agency	2. Division		· • •	3. Unit			
Anne Arundel County Department of Public	Bureau of Utility	y Opera	tions		Business and Financial Services		
Works							
		II		14.6			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normal	lly filed :	and used as a	unit for f	eterence as well as retention and disposition		
4. Record Series Title			ļ	5. Earlie	st Year/Latest Year		
Allocation Records				1999 i	0 2019		
Record Series Description (Briefly describe the t	types of information	ion/docu	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Information on the allocation of water and wastewa	iter for developer:	S OI COI	nmerciai proje	ecis.			
		<del></del>					
7. Record Series Format(s) List all	8. Rec	cord Series	s Sequence	9, Volume 10			
X Letter Size Microfilm	x Alpha	abetical		10 Number			
X Legal Size Computer Tape	Nume	ericel		x File Drawer(s) Microfilm Reel(s)			
Audio Tape Floppy Disk	Chron	nological		Computer Tape(s)			
Bound Book Video Tape	Google	raphical		Other (specify)			
Eddid door Video Fape	Coogi	партноат	l	10. Annual Accumulation			
Other (specify)	Other	(specify)		1 Number			
				x File Drav Microfilm			
				Computer Tape(s)			
				Other (specify)			
11. File is Used			12. File Becom	es Inactive A	fler .		
V Doller Manualde Abandade Abandade		ļ	30	Mar	NIMA Y Manufa)		
X Daily Weekly Monthly Annually			Number	MOI	nth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
2662 Riva Rd. Annapolis			No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
No		1	·				
			X None S	itate Feder	al Independent		
17. Is an Index System used? If yes, explain briefly and describe of	requirements		18. Recom	mended I	Retention		
No			Retain for 3	30 years a	fter buildout then destroy		
	<u> </u>						
19. Name and Title of Preparer	20. 1	Telepho	one Number	21. Dat	e		
Kimberly Cluney, Program Manager	410-	-222-32	04	2/5/201	9		

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	AL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECC	RDS MANAG	EMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	7275	5 Waterloo Ro		275	PAGE 55 OF 87	
		Jessup, Mary				
Department/Agency	2. Divisio		, 14		3. Unit	
Anne Arundel County Department of Public	Bureau c	of Utility Opera	ations		Tech Support	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Meter Service Records Itm 12				2014 (	o 2019	
6. Record Series Description (Briefly describe the	types of inf	formation/docu	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Hydrant permit rentals						
		<del></del>		<del></del>		
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume 0.5		
X Letter Size Microfilm		Alphabetical		Number		
Legal Size Computer Tape		Numerical		x File Drawer(s)		
				Microfilm Reel(s)		
Audio Tape Floppy Disk		x Chronological	1	Computer Tape(s) Other (specify)		
Bound Book Video Tape		Geographical		VIII. (V.	GUIY)	
Other (specify)		Other (specify)		10. Annual Accumulation 0.100000000000000001		
Other (specify)		Other (apoon),		10001000001		
	I			x File Drav Microfilm	•	
			Compute			
				Other (specify)		
11. File is Used		'-	12. File Becom	es Inactive A	fter	
Daily X Weekty Monthly Annually			50 Number Month(s) X Year(s)			
			· · · · · · · · · · · · · · · · · · ·			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
445 Maxwell Frye Rd. Millersville			No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements	-	
No			¥ None ≤	<sup>Stato</sup> Feda	ral Independent	
			71000	1000 1000	a mayoraen	
17. Is an Index System used? If yes, explain briefly and describe	irements		10 Decem	·		
No	requirements		18. Recom			
			Retain until	account	has been retired, then destroy.	
					•	
12 Nove 1740 15 December 1		1 00 Talashi	N. De complete and	T 24 D-4	<del></del>	
19. Name and Title of Preparer		•	one Number	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	<u>'</u> 04	2/5/201	9	
				<u>L</u> .		

Instructions –Type or Print a separate form for	DEPARTI	MENT OF G	ENERAL SEF	VICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward			EMENT DIVI		j		
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275			
		Jessup, Man			PAGE 56 OF 87		
·	410-799-1930						
Department/Agency	2. Division	ļ	•		3. Unit		
Anne Arundel County Department of Public	Bureau of	Utility Opera	ations		Business and Financial Services		
Works							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title			_	5. Earlie	st.Year/Latest Year		
Utility Agreements/Public Works Agreements	tm 13			1989 t	o 2019		
	_						
6. Record Series Description (Briefly describe the	types of info	rmation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)	,				, , , , , , , , , , , , , , , , , , , ,		
Agreements, deeds, plans, correspondence and co	ost estimate	s (active and	d under mainte	enance bo	nds).		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 1			
X Letter Size Microfilm		x Alphabetical		Number			
Legal Size Computer Tape	Numerical			x Fite Drawer(s)			
Audio Tape Floppy Disk		Chronological		Microfilm Reel(s)  Computer Tape(s)			
Audio Tape Pluppy Disk		Chronological		Other (specify)			
Bound Book Video Tape		Geographical					
Other (specify)		Other (specify)		10. Annual Accumulation Number			
Cities (Speciny)		Other (apacing)					
				File Draw	er(s)		
				Microfilm Reel(s)  Computer Tape(s)			
					specify)		
11, File is Used			12. File Becom	es Inactive A	fter		
Daily Weekly Monthly X Annually			Number Month(s) X Year(s)				
·							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
2662 Riva Rd. Annapolis  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
No		ı					
		:	X None S	State Feder	al Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended F	Retention		
No					er work is released for services then destroy.		
				- y - un - un -	or many to the control of the contro		
19. Name and Title of Preparer	Ţ	20, Telepho	ne Number	21. Date			
Kimberly Cluney, Program Manager	1	410-222-32		2/5/201			
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Instructions –Type or Print a separate form for	DEPAR	TMENT OF GI	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		RDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275	0406 52 06 97	
I	Jessup, Maryland 20794				PAGE 57 OF B7	
		410-799	÷1930			
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Bureau o	of Utility Opera	itions		Central Maintenance	
Works						
		-0. 51-4			"	
DEFINITION: RECORD SERIES: A group of relate purposes.	30 records i	normally filed	and used as a	a unii ioi i	eference as well as retention and disposition	
4 Record Series Title	1			5. Earlie	est Year/Latest Year	
House Connection/Infill Lot/Patch Paving T+	. 17			2015	to 2019	
6. Record Series Description (Briefly describe the	types of inf	formation/docu	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Contracts, estimates, and inspections.						
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume		
	•			1		
X Letter Size Microfilm		x Alphabetical	i	Number		
Legal Size Computer Tape		Numerical		x File Drav	wer(s)	
		A		Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronological		Computer Tape(s) Other (specify)		
Bound Book Video Tape		Geographical		N-F		
,			I ' '		al Accumulation	
Other (specify)		Other (specify)				
				Number		
				x File Ora		
	ļ				Reel(s) r Tape(s)	
					ecify)	
		<u> </u>	10 PH- Baser			
11. File is Used			12. File Becom	ies inactive A	uter	
Daily X Weekly Monthly Annually		1	Number Month(s) X Year(s)			
			·	- · <u>.</u>		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
445 Maxwell Frye Road			No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
No			ļ ,	·		
		ļ	X None	Slale rece	ral Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recon	nmended	Retention	
No			Retain 3 ye	ears then	destroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Dat	re	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	RDS MANAG	_	DIVISION  Box 275  PAGE 58 OF 87			
4 Daniel	O Divinia				2 (Init		
Department/Agency	2. Divisio	חנ		1	3. Unit		
Anne Arundel County Department of Public	Bureau c	of Utility Opera	ations		Admin		
• •	1	. , .,					
Works	i						
	ı						
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as a	a unit for r	eference as well as retention and disposition		
purposes.							
4. Record Series Title			I	5. Earlie	st Year/Latest Year		
Safety Records Itm 16			I	2013 t	o 2019		
Salety Newius			I	EUIU.	0 2015		
		<u></u>					
6. Record Series Description (Briefly describe the series.)					·		
Correspondence, safety observer reports, safety a	udits, tailga	ate session re	cords, training	3 records,	property damage reports, personnel inquiry		
reports, infrastructure damage reports, facility insp	ections, M	arvland Occur	national Safet	v & Health	(MOSH) repor		
Toporo, amadadotaro damago reperto, asserty men	Coucie,	aryiana coo.,	panor	, w 1 100	1,11100.1,1000.		
r							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
X Letter Size Microfilm		Alphabetical		1 Number			
Legal Size Computer Tape		Numerical		x File Draw	ver(s)		
	,			Microfilm I	Real(s)		
Audio Tape Floppy Disk	ļ	x Chronological	ı	Computer Tape(s)			
	1			Other (spe	ecify)		
Bound Book Video Tape	1	Geographical					
	1	,		10, Annual Accumulation			
Other (specify)	1	Other (specify)		Accumulation			
One. (Spanny)	}						
	1		1	Number .			
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	ļ		x File Drav				
	ļ			Microfilm			
	1	1		Computer			
	ļ		l	Other (specify)			
11. File is Used		J	12. Fite Becom	es Inactive A	fter		
		ļ	1				
Daily Weekly X Monthly Annually		ļ	Number Month(s) X Year(s)				
			ll				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
437 Maxwell Frye Rd		ļ	No				
		ļ	1				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
No		ļ	10, 100, 100,	manono			
190		ļ	V None S	tata Fada	al Independent		
·		ļ	1 110110 3	Mare Lenet	ai indepartient		
		ļ					
17 to an laday States would like a syntain hair By and december			<del>∥</del>				
17. Is an Index System used? If yes, explain briefly and describe	equilentents		18. Recom	imended i	Retention		
No			Retain for 5	vears the	en destroy.		
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			11				
}							
	·		ll	·	<u> </u>		
19. Name and Title of Preparer		20. Telephr	one Number	21. Date	e		
· ·	1						
Kimberly Cluney, Program Manager		410-222-32	104	2/5/201	<b>y</b>		
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purposes.  4. Record Series Title Training Records Itm 17	e types of information/documents/forr			SION		
7. Record Series Format(s) List all  X Letter Size Microfilm  Legal Size Computer Tape  Audio Tape Floppy Disk  Bound Book Video Tape  Other (specify)  11. File is Used  X Daily Weekly Monthly Annually  13. Current Location(s) (Bldg., Floor, Room)  445 Maxwell Frye Rd  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  No  17. Is an Index System used? If yes, explain briefly and describe No	14. Is R No  16. Aut  No:  requirements  18. F Retain		19 Number  X File Dra Microfilm Compute Other (sp  10. Annual 1 Number  X File Dra Microfilm Compute Other (sp  12. File Becomes Inactive / 30 Number  Mc  14. Is Record Series Duplic No  16. Audit Requirements None State X Fede		Reel(s) Tape(s) acify)  I Accumulation  ver(s) Reel(s) Tape(s) acify)  filer  nth(s) X Year(s)  sted Elsewhere? (If yes, specify agency or office.)	
19. Name and Title of Preparer Kimberly Cluney, Program Manager		20. Telepho 410-222-32	one Number 204	Number 21. Date 2/5/2019		

Instructions –Type or Print a separate form for	UEDVD.	TMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		ORDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. B					
·	Jessup, Maryland 20794				PAGE 60 OF 87	
		410-799	1930			
1. Department/Agency	2. Divisio				3. Unit	
Anne Arundel County Department of Public	Bureau c	of Utility Opera	itions		Wastewater	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition	
4. Record Series Title			10	5. Earlie	st Year/Latest Year .	
Pretreatment Program files-Significant Commercia	al & Industri	ial Itm	'	2013 1	o 2019	
O December 1	A			facing the t	ha and a last de the company of the of the	
Record Series Description (Briefly describe the series.)	types of in	rormation/doci	uments/torms	touna in t	ne series. Include the purpose or function of the	
Correspondence with industry, state and federal a	uthorities. I	Records includ	de application	s. dischar	ge permits, inspection/monitoring data, program	
development data, permit application, billing and p			о премосиот.	o, e.ee	go por mile, interpositori monthig tata, program	
	•					
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
X Letter Size Microfilm		Alphabetical		2 Number		
Legal Size Computer Tape		Numerical		x File Drawer(s)		
Edgar Size Sampator Tape				Microfilm Real(s)		
Audio Tape Floppy Disk		x Chronological		Computer Tape(s) Other (specify)		
Bound Book Video Tape		Geographical		Oiner (specify)		
Other (annalis)		00		10. Annual Accumulation		
Other (specify)		Other (specify)		0.25		
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			x File Draw Microfilm		• • • • • • • • • • • • • • • • • • • •	
				Computer		
				Other (specify)		
11. File is Used			12. File Becom	es Inactive A	fter	
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Daily X Weekly Monthly Annually			Number	IVIOI	nth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
445 Maxwell Frye Rd. Millersville			No			
15, Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
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			A Notice S	state rede	al Independent	
47. Josephales Cortes used 216 year supplies being, and describe						
17. Is an Index System used? If yes, explain briefly and describe requirements  No			18. Recom			
			Retain 6 ye	ears then o	destroy.	
40 November 1711 - 6 Process			<u> </u>		<del></del>	
19. Name and Title of Preparer			one Number	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	:04	2/5/2019		

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Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SEF	ERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward			EMENT DIVI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
With Records Retention Schedule (DGS 330-1)				213	PAGE 61 OF 87		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	_			3. Unit		
			tione				
Anne Arundel County Department of Public	bureau o	f Utility Opera	IUONS		Water		
Warks							
DEFINITION DECORD DEDIES	-1						
DEFINITION: RECORD SERIES: A group of relate purposes.	ea recoras	normally filed	and used as a	a unit for r	eterence as well as retention and disposition		
4 Record Series Title	-			5. Earlie	est Year/Latest Year		
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6 Record Corine Description (Briefly describe the	himaa af leif	iormatica/doo		found in t	he acrice. Include the number or function of the		
6. Record Series Description (Briefly describe the t	types or ini	ormation/doc	uments/rorms	rouna in t	ne series. Include the purpose of function of the		
series.)							
Reports and correspondence related to disposal of	f hazardou:	s waste.					
7. Record Series Format(s) List all	T	8. Record Serie	s Spaupace	9. Volume	<del>-</del>		
1. Necola College Callington List Bil		O. Meddid Ocile	a ocquone	0.25			
X Letter Size Microfilm		Alphabetical		Number			
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Audio Tape Floppy Disk		x Chronological		Computer Tape(s) Other (specify)			
Bound Book Video Tape		Geographical		Culoi (sp			
i i		- ,		10. Annua	I Accumulation		
Other (specify)		Other (specify)	0				
				y Eilo Ossa	uorfa)		
				x File Drawer(s) Microfilm Reel(s)			
					Computer Tape(s)		
				Other (sp	ecify)		
				<u> </u>			
11. File is Used			12. File Becom	ies Inactive A	fler		
Daily Weekly Monthly X Annually		:	Number	Mo	nth/s) Y Year(s)		
Daily Weekly Worthing Aranidally			Number Month(s) X Year(s)				
			<u> </u>				
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwelle Frye Rd. Millersville			14. Is Record Series Duplicated Elsewhere? (Iff yes, specify agency or office.)				
407 MAXWEID FTYE RU. MIIIBISYIIB			No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements	<u> </u>		
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			X None S	State Fede	ral Independent		
17 Je on Judov Svetom read? If you applied helds and decide							
17. Is an Index System used? If yes, explain briefly and describe in No	equi ements		18. Recom	rmended i	Retention		
NO I			Retain 3 ye	ears then o	destroy.		
	<del></del>		<u> </u>	r			
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e ·		
Kimberly Cluney, Program Manager		410-222-32	:04	2/5/201	9		
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Instructions –Type or Print a separate form for	DEPAR1	MENT OF G	ENERAL SEF	RVICES	ICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI			SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	2025 00 05 07		
,	Jessup, Maryland 20794				PAGE 62 OF 87		
1 Department/Agency	2. Divisio	410-799	9-1930		3. Unit		
Department/Agency     Anno Arradal County Department of Public			ations		Admin		
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Admin		
Works							
DEFINITION: RECORD SERIES: A group of relate purposes.	and used as	a unit for r	Leference as well as retention and disposition				
4. Record Series Title				5. Earlie	st Year/Latest Year		
Stormwater Management Plans T+m 2)				2014 1	o 2019		
<del>-</del>							
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)	77						
Site location data, plans, and reports.							
,							
7. Record Series Formal(s) List all		8. Record Serie	s Sequence	9. Volume 1			
X Letter Size Microfilm		x Alphabetical		Number			
Legal Size Computer Tape		Numerical		x File Drawer(s) Microfilm Reel(s)			
Audio Tape Floppy Disk		Chronological		Computer Tape(s)			
				Other (specify)			
Bound Book Video Tape		Geographical		10. Annual Accumulation			
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				Number			
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			Microfilm				
				Computer	nputer Tape(s)		
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11, File is Used			12. Fite Becom	es Inactive A	ner ·		
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Daily Weekly Monthly X Annually			Number Month(s) X Year(s)				
			L				
13. Current Location(s) (Bldg., Floor, Room) 445 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)			16. Audit Requirements				
No			v.	V = 4	and Advantage		
			None XS	State X Fed	eral Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recon	nmended i	Retention		
No No	No			ears then o	destroy.		
40 Name and Title of Paragraph	<u> </u>	00 T:1:					
19. Name and Title of Preparer			one Number	21. Dat			
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9		

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SEI			•				
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI							
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 63 OF 87			
	Jessup, Maryland 20794							
Department/Agency	2. Divisio	410-799	8-1930		3. Unit			
Anne Arundel County Department of Public		of Utility Opera	ations		Water			
Works	Dureau	ounty Opera	20013		water			
AAOIKO								
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition			
4. Record Series Title				5. Earliest Year/Latest Year				
Laboratory Itm 27				2014 t	o 2019			
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	ne series. Include the purpose or function of the			
series.)								
Drinking water lab certifications, results of laborate	ory audits, o	chemical and	equipment inv	entories,	sampling and equipment manuals, analysis of data			
from water reclamation facilities and general corre	spondence	relating to la	boratories.					
7. Record Series Format(s) List aff		8. Record Serie	s Sequence	9. Volume				
X Letter Size Microfilm	Alphabetical			1 Number				
Logal Size Computer Taxo		Normanian)		x File Drawar(s)				
Legal Size Computer Tape		Numerical		x File Drawer(s) Microfilm Reel(s)				
Audio Tape Floppy Disk		x Chronologica	1	Computer Tape(s)				
Reund Rook - Video Tono		Coorreshinal		Other (spe	ocify)			
Bound Book Video Tape		Geographical	1	10. Annual Accumulation				
Other (specify)		Other (specify)		_ 1				
				Number				
				x File Drav	ver(s)			
				Microfilm	1			
				Computer Tape(s)				
		l		Other (specify)				
11. File is Used		,	12. File Becomes Inactive After					
Cally Markly Markly Various			5					
Daily Weekly Monthly X Annually			Number Month(s) X Year(s)					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
437 Maxwell Frye Rd, Millersville			No		(// <b>,</b> )			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) No			16. Audit Requ	uirements				
			None XS	iate Feder	al Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		19 Bosom		Catantian			
No			18. Recom					
			Retain 5 ye	ars then (	estroy.			
	_	1	L_	Γ				
19. Name and Title of Preparer			one Number	21. Dat				
Kimberly Cluney, Program Manager		410-222-32	204	2/5/2019				
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Instructions -Type or Print a separate form for	DEPAR <sup>1</sup>	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
with Records Retention Schedule (DGS 550-1)				215	PAGE 64 OF 87	
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divisio		3-1000		3. Unit	
·			, tinno		Wastewater	
Anne Arundel County Department of Public	bureau c	of Utility Opera	IUONS		wastewater	
Works						
DEFINITION, DECOOR SERVEY A group of solution	d sanasda	normally filed	and wood on	nnit for s	oference of well of retention and disposition	
DEFINITION: RECORD SERIES: A group of related purposes.	u records	normally med	and used as	a unit ioi t	elerence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Marine Sanitation Pumpout System Dischargers	Itm	24		20131	o 2019	
	•	-				
6. Record Series Description (Briefly describe the t	voes of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Correspondence and evaluations of marina reques	te to disch	orao boat wa	eta into the Co	ountvie ee	ver evetern	
Correspondence and evaluations of marina reques	is to disci	arye wat wa	sie ii iio ii ie Oi	Julity 5 56	wei system.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
				1		
X Letter Size Microfilm		x Alphabetical		Number		
Legal Size Computer Tape		Numerical		x File Drawer(s)		
				Microfilm	* *	
Audio Tape Floppy Disk		Chronological		Computer Tape(s)		
<u>-</u>				Other (specify)		
Bound Book Video Tape		Geographical		10, Annual Accumulation		
Other (specify)		Other (specify)	,			
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				X File Drawer(s)		
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					specify)	
				<u> </u>		
11. File is Used			12. File Becomes tnactive After 5			
Daily X Weekly Monthly Annually			5 Number Month(s) X Year(s)			
Daily Arresting Worlding Fundary		I.	, value	*****	miles X (Salies)	
42 Compatibility (Bids Floor Com)			A4 to Decord	Cardaa Burdia	the first to the second	
13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis			No No	senes Dupiici	ated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
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			X None S	State Feder	al Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recon	nmended I	Retention	
No			Retain 5 ye			
			i riciaii o ye			
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19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		
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Instructions –Type or Print a separate form for	DEPAR'	TMENT OF G	ENERAL SER	VICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	RDS MANAG	SEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
,		Jessup, Man	=		PAGE 65 OF 87	
	410-799-1930					
Department/Agency	2. Divisio	on .			3. Unit	
Anne Arundel County Department of Public	Bureau c	of Utility Opera	ations		Wastewater	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
Record Series Title				5. Earlie	st Year/Latest Year	
Holding Tank Certifications/Applications ITm	27			2013 (	o 2019	
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
Applications received from residential and comme	rcial custor	ners relative t	o reduced rate	e of gener	ated septage, with is disposed of at County	
septage receiving points. Also contains tickets and	ticket mor	nitoring data.				
7 December Commode Links all		P. Donord Sprin	s Sasuanas	9. Volume		
7. Record Series Formal(s) List all		8. Record Serie	s Sequence	1		
X Letter Size Microfilm		Alphabetical		Number		
Legal Size Computer Tape		x Numerical		x File Drawer(s)		
Audío Tape Floppy Disk		Chronological		Microfilm Reel(s) Computer Tape(s)		
radio tapo i roppy otok		Omonological		Other (specify)		
Bound Book Video Tape		Geographical				
· Other (const.)		Other (analify)		10. Annual Accumulation		
Other (specify)		Other (specify)	O.25 Number			
			x File 0			
				Microfilm Reel(s)  Computer Tape(s)		
			Other (sp		, , , ,	
		<u> </u>				
11. File is Used			12. File Becom	es Inactive A	fter .	
Daily Weekly X Monthly Annually			5 Number X Month(s) Year(s)			
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13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
7228 Edegewood Rd., Annapolis MD			Yes OPW		(,,,,	
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) No			16. Audit Requ	uirements		
110			X None S	itate Feder	ral Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recon	nmended i	Retention	
			Retain 5 ye	ears then o	destroy.	
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		
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Instructions -Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275			
	Jessup, Maryland 20794 410-799-1930				PAGE 66 OF 87		
Department/Agency	2. Divisio				3. Unit		
Anne Arundel County Department of Public		of Utility Opera	atione		Wastewater		
- ·	Duleau	or Cully Opera	ittoris		Wasiewalei		
Works							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Holding Tank Certifications/Applications				2013 (	o 2019		
				20.0			
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)					· ·		
Applications received from residential and comme	rcial custor	mers relative t	o reduced rate	e of gener	ated septage, with is disposed of at County		
septage receiving points. Also contains tickets and	ticket mor	nitoring data.					
3 pa		J					
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Votume 1			
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A dia Tana - Flanco Diale		Observation)		Microfilm Reel(s)  Computer Tape(s)			
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
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			X None S	State Feder	ral Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recoл	mended I	Retention		
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19. Name and Title of Preparer		20. Teleph	one Number	21. Dat			
Kimberly Cluney, Program Manager		410-222-32		2/5/201	9		

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE						
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	Jessup, Maryland 20794 410-799-1930				ļ		
Department/Agency	2. Divisio	חר			3. Unit		
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Holding Tank Certifications/Applications				2013 t	to 2019		
6. Record Series Description (Briefly describe the	types of int	formation/docu	uments/forms	found in t	he series. Include the purpose or function of the		
series.)  Applications received from residential and comme	-sial suetar	mam ralativa t	e roduced rate	- of agner	rated sestions, with is disposed of at County		
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Septence receiving points, 7 too contains tiened and	I tionete.	morning water.			1		
7. Record Series Format(s) List all		8. Record Serie	Sequence	9. Volume	<del></del>		
r. Necota Series i Simalay Estat.			3 Octaones	1			
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Bound Book Video Tape		Geographical		10. Annual Accumulation			
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			x File Dra		wer(s)		
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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 Requ	uirements			
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17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended !	Retention		
			Retain 5 ye				
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19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	ee		
Kimberly Cluney, Program Manager		410-222-32		2/5/201	9		

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Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SER	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275			
, ,	Jessup, Maryland 20794				PAGE 68 OF 87		
		410-79	9-1930				
Department/Agency	2. Division	n			3. Unit		
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DEFINITION: RECORD SERIES: A group of relate purposes.	ia recoras n	iormally filed	and used as a	a unit for r	elerence as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Sludge Utilization Permits ITm 26				2014 t	o 2019		
6. Record Series Description (Briefly describe the t	types of info	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
County and contractor sludge permits, site detail da	ata, corresp	oondence, in	voices, and ha	auling data	ı.		
				,			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
VI allas Cina Misas Elm		v Alabahatiaat		1 Number			
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Other (specify)		Other (specify)			Accumulation		
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					x File Drawer(s) Microfilm Reel(s)		
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				Other (specify)			
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Daily Weekly Monthly X Annually			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.)  No				
					<u>.</u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audil Requ	uirements			
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19. Name and Title of Preparer	T	20. Telepho	one Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9		

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Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
,	Jessup, Maryland 20794				PAGE 69 OF 87		
	410-799-1930						
Department/Agency	2. Divisio	חי			3. Unit		
Anne Arundel County Department of Public	Bureau c	f Utility Opera	ations		Wastewater		
Works							
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Sewage Slugde Analysis ITm 27				20141	o 2019		
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms	found in t	he series. Include the purpose or function of the		
series.)							
Results of sewage sludge analyses for sewage slu	udge gener	ated at the Co	ounty's water r	reclamatio	n facilities.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
Vious Ciss Missells		Alababatian		9 Number			
X Letter Size Microfilm		Alphabetical		idriumei			
Legal Size Computer Tape		Numerical		x File Orav	• •		
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radio (app. ) toppy blok		x omonological	·	Other (sp			
Bound Book Video Tape		Geographical					
Other (specify)		Other (specify)		10. Annua 1	1 Accumulation		
			Number				
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		Ti.	Microfilm Compute		x File Drawer(s)  Microfilm Reek(s)		
					Computer Tape(s) Other (specify)		
					ecity)		
11. File is Used			12. File Becom	es Inactive A	fler		
Daile Maakk V Maakk Appualle			5 Number Month(s) X Year(s)				
Daily Weekly X Monthly Annually			Number	IVIO	nin(s) X rear(s)		
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
445 Maxwell Frye Rd Millersville			Yes 445 Maxwell Frye Rd 2nd Fir Millersville MD Preatment Area, Annapolis WRF, Cox				
			Creek WRF, Broadneck WRF, Paluxent WRF, Maryland City WRF, Broadwater WRF				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
No							
			None XS	itate X Fed	eral Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended	Retention		
No			Retain 5 ye	ears then	destroy.		
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19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32		2/5/201			
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Instructions –Type or Print a separate form for each new or revised record series. Forward			ENERAL SER SEMENT DIVI		AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			275	PAGE 70 OF 87		
Department/Agency	2. Divisio				3. Unit		
Anne Arundel County Department of Public		 f Utility Opera	ations		Wastewater		
	Duiçau	Ounty Opere	100113		Wastewater		
Works					1		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records i	normally filed	and used as	a unit for r	eference as well as retention and disposition		
Record Series Title			5. Earliest Year/Latest Year				
Sewage Sludge Generation ITm Z g				2014 1	to 2019		
Record Series Description (Briefly describe the series.)	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
Monthly and annual reports relating to sewage slu	dae volume	es generated	at County wat	er relcam:	ation facilities		
Honding and annual reports relating to sewage sid	ago tolamic	oo generatee	or county wat		auth idollidge.		
	<del></del> -			0.144			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 9			
X Letter Size Microfilm		Alphabetical		Number			
Legal Size Computer Tape		Numerical		x File Drawer(s) Microfilm Reet(s)			
Audio Tape Floppy Disk		x Chronological	ı	Computer Tape(s)			
Bound Book Video Tape		Geographical		Other (specify)			
Other (company)		Other force if A		10. Annual Accumulation			
Other (specify)		Other (specify)		1 Number			
				x File Drev	wer(s)		
					Microfilm Real(s)		
					Computer Tape(s) Other (specify)		
				Other (specify)			
11. File is Used			12. File Becom	es Inactive A	fter		
Daily Weekly X Monthly Annually			5 Number	Mor	nih(s) X Year(s)		
Notice A monthly formating			710/11001	,,,,	, initial content of the content of		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
445 Maxwell Frye Rd Millersville			No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
No			None YS	iala Y Fed	eral Independent		
			None X	31816 X 1 60	erer independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended I	Retention		
No			Retain 5 ye	ears then o	destroy.		
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19. Name and Title of Preparer		20 Telepho	ne Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32		2/5/201			
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Instructions –Type or Print a separate form for each new or revised record series. Forward			ENERAL SER			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			275	PAGE 71 OF 87	
Department/Agency	2. Divisio		7 1000		3. Unit	
			tions		Water	
Anne Arundel County Department of Public	- Dureau C	of Utility Opera	100115		AAGIGI	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition	
Record Series Title				5. Earlie	st Year/Latest Year	
Regulatory Reporting 17m 3				1968 (	o 2019	
Record Series Description (Briefly describe the series.)	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
Federal and State government mandatory reporting	g informati	on required al	bout chemistry	, producti	ion, water treatment processes, operating	
processes, water quality analysis, sanitary sewer	overflow re	ports and data	a, National Po	llutant Dis	charge Elimination S	
		-			-	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	<del></del>	
X Letter Size Microfilm		Alphabetical		4 Number		
Land Sine Computer Toro		Numarical		x File Drawer(s)		
Legal Size Computer Tape		Numerical		x File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk		x Chronological		Computer Tape(s)		
R. Marie Marie Tree		0til		Other (specify)		
Bound Book Video Tape		Geographical		10. Annual Accumulation		
Other (specify)		Other (specify)		1		
				Number		
				x File Drav	wer(s)	
				Microfilm	Reel(s)	
				Computer		
				Other (specify)		
11. File is Used		<u></u>	12. File Becom	es Inactive A	fler	
			45			
X Daily Weekly Monthly Annually			Number	Moi	nth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes Dorsey WTP 980 Stewart Ave, GB, MD 21061			
437 Maxwell rive Rd			Tes Doise	y WIF 350 S	IGWAIT AVE, GB, IND 2 1061	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
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			None XS	State Feder	ral Independent	
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17. Is an Index System used? If yes, explain briefly and describe No	requirements		18. Recom	mended l	Retention	
			Retain for 5	50 years t	nen destroy.	
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19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		
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Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV			NERAL SERVICES			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo						
Will records receitable concession (200 con 1)	Jessup, Maryland 20794			2.0	PAGE 72 OF 87		
	410-799-1930						
Department/Agency	2. Divisio				3. Unit		
Anne Arundel County Department of Public	Bureau c	of Utility Opera	ations		Wastewater		
Works							
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records	normally filed	and used as	a unit for r	l reference as well as retention and disposition		
4. Record Series Title				5. Earlie	est Year/Latest Year		
Regulatory Reporting			,	2000 1	to 2019		
<ol><li>Record Series Description (Briefly describe the series.)</li></ol>	types of inf	romation/doc	uments/torms	tound in t	ne series. Include the purpose or function of the		
Federal and State government mandatory reporting	no informati	on required al	bout chemistr	v product	ion, water treatment processes, operating		
processes, water quality analysis, sanitary sewer	=						
<b>,</b>							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	<del></del>		
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DOMESTIC TO THE PROPERTY OF TH		2005.44	;	10. Annual Accumulation			
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				x File Drawer(s) Microfilm Reel(s)			
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11. File is Used			12. File Becom	es Inactive A	fter		
Daile March March Accept			10		-th/s) Wyanda)		
Daily X Weekly Monthly Annually			Number	Мо	nth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		<del>.</del>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
445 Maxwell Frye Rd			l1 '		roadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF,		
			Maryland city \	WKF			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
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17. Is an Index System used? If yes, explain briefly and describe	17. Is an Index System used? If yes explain briefly and describe requirements			nmended 1	Retention		
No					hen destroy.		
				J U			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32		2/5/2019			

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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DI			ENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 73 OF 87		
	Jessup, Maryland 20794						
Department/Agency	2. Divisio	410-799	9-1930		3. Unit		
Arine Arundel County Department of Public		of Utility Opera	ations		Wastewater		
Works		" Ounty Opere	10000		7735070		
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	est Year/Latest Year		
Regulatory Reporting				2000 t	to 2019		
Record Series Description (Briefly describe the	types of inf	iormation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)	_ :_6	·	L A. a. b. a. a. d. a. a.		·		
Federal and State government mandatory reportin							
processes, water quality analysis, sanitary sewer of	vernow re	ports and date	a, Nadonai Po	iiutant Dis	charge Elimination S		
		<del></del>					
7. Recard Series Format(s) List all		8. Record Serie	is Sequence	9. Volume 1			
X Letter Size Microfilm		Alphabetical		Number	umber		
Legal Size Computer Tape		Numerical		x File Drawer(s)			
Audi-Tee- Stage Web	ļ	w Channelonian		Microfilm Reel(s)			
Audio Tape Floppy Disk		x Chronological		Computer Tape(s) Other (specify)			
Bound Book Video Tape		Geographical					
Other (specify)		Other (specify)		I Accumulation			
		,,		0.25 Number			
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				Other (specify)			
11, File is Used		<u> </u>	12. File Becom	es Inactive A	Rer		
			10				
Daily X Weekly Monthly Annually			Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14 to Depart Series Durificated Flourises 2 (Mayor constitutions)				
8833 Wagner Station Rd			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 V	NRF			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
No							
				State Feder	ral Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	nmended [	Retention		
No			Retain for s	50 years tl	hen destroy.		
					·		
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32		2/5/2019			

Instructions –Type or Print a separate form for		TMENT OF G			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794				PAGE 74 OF 87		
1 Department/Agangy	2. Divisio	410-799	<u>}-1930</u>		3. Unit		
Department/Agency     Anne Arundel County Department of Public		on of Utility Opera	otione		Wastewater		
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Regulatory Reporting				2000 t	o 2019		
6. Record Series Description (Briefly describe the series.)	types of inf	formation/docu	uments/forms	found in t	he series. Include the purpose or function of the		
Federal and State government mandatory reporting	a informati	ion roquired al	haut chamietr	v producti	ion, water treatment processes, operating		
processes, water quality analysis, sanitary sewer of	=				· · · · · · · · · · · · · · · · · · ·		
processes, water quality analysis, samilary sewer of	Jvernow re	ports and date	s, National Po	ilutant Dis	Charge Elimination S		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
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11. File is Used		<u> </u>	12. File Becom	es Inactive A			
			10				
Daily X Weekly Monthly Annually			Number	Мог	nth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
462 Brockbridge Rd. Laurel		l	Yes Annapotis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF, Maryland city WRF				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
No			None X 5	State Feder	ral Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended F	Retention		
No			Retain for 5	50 years th	nen destroy.		
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19. Name and Title of Preparer			one Number	21. Dat			
Kimberly Cluney, Program Manager		410-222-32	:04	2/5/201	9		

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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 75 OF 87	
	Jessup, Maryland 20794 410-799-1930				·	
Department/Agency	2. Divisio		7-1000	_	3. Unit	
Anne Arundel County Department of Public	Bureau c	of Utility Opera	itions		Wastewater	
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as			
Record Series Title			5. Earliest Year/Latest Year			
Regulatory Reporting				2000 (	0 2019	
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Record Series Description (Briefly describe the	types of inf	formation/doc	uments/torms	tound in t	he series. Include the purpose or function of the	
series.)						
Federal and State government mandatory reporting processes, water quality analysis, sanitary sewer						
processes, water quality analysis, samilary sewer	overnow re	ports and date	a, INAGULIAI FU	ilutarit Dis	charge Emmination 3	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Valume 1		
X Letter Size Microfilm		Alphabetical		Number		
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Audio Tape Floppy Disk		x Chronological	'	Other (specify)		
Bound Book Video Tape		Geographical				
Other (specify)		Other (specify)		10. Annual Accumulation  Q.25		
		(-,),		Number		
				x File Dras Microfilm		
		 		Computer	Tape(s)	
				Other (specify)		
11. File is Used			12. File Becom	les Inactive A	fler	
			10			
Daily X Weekly Monthly Annually			Number	Moi	nth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14 le Record Sorice Duntingted Elegathera? //f.ver. specify grancy or office \			
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)			16. Audit Requ	uirements		
No						
			None X S	State Fede	ral Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended !	Retention	
No			Retain for s	50 years tl	hen destroy.	
		,				
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ENERAL SER EMENT DIVIS ad, P.O. Box yland 20794	SION	AGENCY RECORDS INVENTORY  PAGE 76 OF 87			
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Department/Agency	2. Divisio	on			3. Unit		
Anne Arundel County Department of Public	Bureau o	of Utility Opera	itions		Wastewater		
Works							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Regulatory Reporting				2000 t	o 2019		
Record Series Description (Briefly describe the series.)  Federal and State government mandatory reporting processes, water quality analysis, sanitary sewer of the series.	g informati	oout chemistry	y, producti	on, water treatment processes, operating			
-							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 1			
X Letter Size Microfilm		Alphabetical		Number			
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				Microfilm Real(s)			
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Bound Book Video Tape		Geographical		Otner (sp	acity)		
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			Number				
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11, File is Oseu			12. File Becomes Inactive After 10				
Daily X Weekly Monthly Annually			10   Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
1340 Log Inn Rd. Annapolis			Yes Annapolis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF,				
			Maryland city V	VRF			
45.4			40 4 5 5				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  No			16. Audit Requ	uirements			
	10			State Feder	al Independent		
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17. Is an Index System used? If yes, explain briefly and describe No	requirements		18. Recoπ	imended l	Retention		
NO			Retain for t	50 years ti	nen destroy.		
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19. Name and Title of Preparer			one Number	21. Dat			
Kimberly Cluney, Program Manager		410-222-32	.04	2/5/2019			

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIV			VICES			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
Will Trecords Treterition osciledate (2000 000 1)	Jessup, Maryland 20794				PAGE 77 OF 87		
	410-799-1930						
Department/Agency	2. Divisio				3. Unit		
Anne Arundel County Department of Public	Bureau c	of Utility Opera	itions		Wastewater		
Works							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Regulatory Reporting			Ì	2000 1	o 2019		
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.) Federal and State government mandatory reporting	a informati	ion required al	hout chemisto	v product	on water treatment processes operating		
processes, water quality analysis, sanitary sewer of							
	·	•			·		
7. Record Series Format(s) List all	· .	8. Record Serie	s Sequence	9. Volume			
X Letter Size Microfilm		Alphabetical		1 Number	umber		
Legal Size Computer Tape		Numerical		x File Drawer(s)			
1. J. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	1			Microfilm Real(s)			
Audio Tape Floppy Disk		X Chronological		Computer Tape(s) Other (specify)			
Bound Book Video Tape		Geographical					
Other (specify)		Other (specify)		10. Annual Accumulation  0.25			
				ver(s)			
				Microfilm Reel(s)			
	'			Computer Tape(s) Other (spacify)			
					·/		
11. File is Used			12. File Becomes Inactive After 10				
Daily X Weekly Monthly Annually			Number Month(s) X Year(s)				
42 Constitution (Dide Stee Deep)			44 la Cassadó	Nadaa Bualla	Plantage Management		
13. Current Location(s) (Bldg., Floor, Room) 7327 Edgewood Rd. Annapotis			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 V	VRF			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
No			N W	<b>F</b>			
			None X	State Fede	al Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	-	18. Recom	mended I	Retention		
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				. Jours I			
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e		
Kimberly Cluney, Program Manager		410-222-32		2/5/201	9		

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 78 OF 87	
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divisio		9-1930		3, Unit	
Anne Arundel County Department of Public		of Utility Opera	itions		Wastewater	
Works		, cuit, cpoid				
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DEFINITION: RECORD SERIES: A group of relation purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			1	5. Earlie	st Year/Latest Year	
Regulatory Reporting				2000 1	o 2019	
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6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	_ :_Fa:					
Federal and State government mandatory reporting	_	-	-		· · · · · ·	
processes, water quality analysis, sanitary sewer	overnow re	ports and date	a, Nauunai Pu	ilularil Dis	Charge Emmination S	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 1		
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Daily Avectory Maintagy Authority			I TELLIDO	1110	miles X rounds	
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
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			Maryland city WRF			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	_	-	16. Audit Req	uirements		
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17. Is an Index System used? If yes, explain briefly and describe  No	requirements		18. Recom			
			Retain for s	50 years t	hen destroy.	
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19. Name and Title of Preparer			one Number	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	04	2/5/201	9	

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
Will Necolds Neterition Generale (DGS 330-1)	Jessup, Maryland 20794			210	PAGE 79 OF 87	
	410-799-1930					
Department/Agency	2. Division	า			3. Unit	
Anne Arundel County Department of Public	Bureau of	Utility Opera	ations		Wastewater	
Works						
DEFINITION: RECORD SERIES: A group of relate	ed records n	ormally filed	and used as	a unit for r	eference as well as retention and disposition	
purposes.  4. Record Series Title				5. Fartie	est Year/Latest Year	
Fixed Asset Inventory ITm 3 Z				-	to 2019	
Tribar assertitionary 15774						
6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	-7,500 01 11110				22. Control and per page of remotion of the	
Fixed asset annual inventory results.						
	-			r _		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 0.25		
X Letter Size Microfilm		Alphabetical		Number		
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Audio Tape Floppy Disk		x Chronological		Computer Tape(s)		
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13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville			14. Is Record 8	series Duplica	ated Elsewhere? (If yes, specify agency or office.)	
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
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	17. Is an Index System used? If yes, explain briefly and describe requirements			nmended I	Retention	
·· <del>·</del>	No			2 years aft	er audit then destroy.	
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		
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Instructions –Type or Print a separate form for	DEPART	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2					
With Necolds Neterition Schedule (BGG 550-1)	1210			210	PAGE 80 OF 87	
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divisio	on			3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Infrastructure	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
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6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)	•				• •	
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7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 0.25		
X Letter Size Microfilm		Alphabetical		Number		
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			,	x File Drawer(s)		
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11. File is Used			12. Fite Becom	ies Inactive A	fler	
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13, Current Location(s) (Bidg., Floor, Room) 437 Mexwell 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			
			To reduce the second se			
			X None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
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19. Name and Title of Preparer	·	20 Teleph	one Number	21. Dat	•	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		
Kimberry Gruney, Program Manager		410-222-32	.04	2/3/201	<del>y</del>	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	RDS MANAG	EMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275			
Will records received a second (200 cos 1)				_, _	PAGE B1 OF 87		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio				3. Unit		
Anne Arundel County Department of Public	Bureau d	of Utility Opera	ations		Central Maintenance		
Works	Daroua c	, com, opore			Contra Namenano		
YYORS							
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
purposes.	50 1000103	monnany med		a 0/11/10/1	eleterios as wor as retention and disposition		
Record Series Title				5. Earlie	st Year/Latest Year		
Fixed Asset Inventory				2016 t	o 2019		
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
series.)	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
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Fixed asset annual inventory results.							
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13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
445 Maxwell Frye Rd, Miltersville			14. Is Necord Selles Duplicated Cisewilete: (If yes, specify agency of cities.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
			X None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
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		Retain for a	z years aπ	er audit then destroy.			
	i i						
19. Name and Title of Preparer		20 Telepho	ne Number	21. Date			
Kimberly Cluney, Program Manager	20. Telephor 410-222-320			2/5/201			
Kimberry Cluriey, Program Manager		+10-222-32	···	2/3/201	<b>3</b>		

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Instructions –Type or Print a separate form for	DEPAR <sup>1</sup>	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
Will Necolds Neterition Schedule (DGS 330-1)	/2/3			270	PAGE B2 OF 87		
	}	Jessup, Man					
Department/Agency	2. Divisio	ın	,		3. Unit		
Anne Arundel County Department of Public	Bureau o	of Utility Opera	ations		Central Maintenance		
Works							
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DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	l eference as well as retention and disposition		
4. Record Series Title				5. Earlie	est Year/Latest Year		
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series.)	2.				• •		
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7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
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11, File is Used			12. File Becomes Inactive After				
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13. Current Location(s) (Bldg., Floor, Room)	-	,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
437 Maxwell Frye Rd, Millersville							
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17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
			Retain for 2 years after audit then destroy.				
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19. Name and Title of Preparer	<u>_</u>	20 Teleph	one Number	21. Dat	<u> </u>		
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Kimberly Cluney, Program Manager		410-222-32	:04	2/5/201	9		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		-	SEMENT DIVI			
with Records Retention Schedule (DGS 550-1)	7275		ad, P.O. Box	275	PAGE 83 OF 87	
		Jessup, Man				
Department/Agency	2. Divisio		5-18-00		3. Unit	
Anne Arundel County Department of Public		of Utility Opera	ations		Tech Support	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earliest Year/Latest Year		
Fixed Asset Inventory				2016 t	o 2019	
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
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13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
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17. Is an Index System used? If yes, explain briefly and describe requirements     No						
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19. Name and Title of Preparer			one Number	21. Dat		
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9	
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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL S		ENERAL SER	RAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			EMENT DIVI			
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275	PAGE 84 OF 87	
		Jessup, Mary			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	tions		Admin	
Works						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Fixed Asset Inventory				2016	o 2019	
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6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in t	he series. Include the purpose or function of the	
series.)						
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19. Name and Title of Preparer	eparer 20. Telepho		one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32	.04	2/5/201	9	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
,	Jessup, Maryland 20794				PAGE 85 OF 87	
		410-79				
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Bureau o	f Utility Opera	ations		Business and Financial Services	
Works	1					
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			- 1	5. Earlie	est Year/Latest Year	
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17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended I	Retention	
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19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Kimberly Cluney, Program Manager		410-222-32	204	2/5/201	9	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)			ad, P.O. Box			
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		410-79				
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County Department of Public	Вигеар с	f Utility Opera	ations		Admin	
Works						
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				5. Earliest Year/Latest Year		
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Record Series Description (Briefly describe the	types of inf	ormation/doc	i uments/forms	found in t	he series. Include the purpose or function of the	
series.)	-ypoo oi iiii			-wested HT b	The service of the se	
Damage account numbers, invoices, site inspection	ons, and red	quests for out	lic information	١.	1	
		101 Put				
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7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 1		
X Letter Size Microfilm		Alphabetical		Number		
Legal Size Computer Tape		x Numerical	:	x File Drawar(s) Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronological		Computer Tape(s)		
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Bound Book Video Tape		Geographical		10. Annual Accumulation		
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11. File is Used			12. File Becom	les Inactive A	fter	
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Daily Weekly X Monthly Annually			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.)  Vas Risk Management 2660 Riva Rd			
.e. marron ryo isa. minorovino			Yes Risk Management, 2660 Riva Rd.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<del></del>		16. Audit Requirements			
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17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recon	nmended	Retention	
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19. Name and Title of Preparer		20 Teleph	one Number	21. Dat	e	
Kimberly Cluney, Program Manager		410-222-32		2/5/201		
22.7 2.2.27 ( 23.2			1		-	
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Instructions –Type or Print a separate form for	DEPART	IMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECO	RDS MANAG	EMENT DIVI	SION	
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275	PAGE 87 OF 87
		Jessup, Man			PAGE OF OF
1. Denoting tilden av	2. Divisio	410-799	9-1930		3. Unit
1. Department/Agency			tiona		
Anne Arundel County Department of Public	Buleau u	f Utility Opera	IIIONS		Central Maintenance
Works					
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as a	a unit for r	eference as well as retention and disposition
purposes.					
4. Record Series Title	Itm	34			est Year/Latest Year
Generator and High Voltage Switch Gear records	4L741	<i>- 1</i>		2014	to 2019
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms	found in t	he series. Include the purpose or function of the
series.)					
Maintenance and repair records for generators and	d high volta	ige switch gea	ars.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	
Viallar Cina Missafilm		Al-h-h-4:1		1 Number	
X Letter Size Microfilm		Alphabetical		Number	
Legal Size Computer Tape		Numerical		x File Ora	wer(s)
Auto Tono Blood Bills		v Chanadanian		Microfilm	• •
Audio Tape Floppy Disk		x Chronological		Computer Other (sp	
Bound Book Video Tape		Geographical			
		<b></b> ( '*)	10. Annual Accumulation		
Other (specify)		Olher (specify)			00000090001
,			x File Drawer(s) Microfilm Reel(s)		• •
			Computer Tape(s)		• •
			Other (spec		
			40.50.5	<u> </u>	
11. File is Used			12. File Becom	ies Inactive A	iter
Daily Weekly X Monthly Annually			Number Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
445 Maxwell Frye Rd, Millersville		•	No No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
No					
			X None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
No			Retain for s	5 years th	en destroy.
				·	•
Ų.					
40 Name and Title of Braners		20 T-I	<u> </u>	1 04 D-4	-
19. Name and Title of Preparer		· ·	one Number	21. Dat	
Kimberly Cluney, Program Manager		410-222-32	:04	2/5/201	<b>3</b>

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup	oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	Page 1 of 53						
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utilit	y Operations	3 UNIT Water						
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention						
4 ELECTRONIC RECORD SERIES TITLE 1 Correspondence   Tfm	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 DESCR		L	n/documents/forms purpose and function of the system.						
Email									
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	ain or attach copy	if established in writing.							
Mantanica by Cit									
10 UPDATING CYCLES OR CONDITIONS 5 years	AND RULES FO	R REVISING INFORMAT	ION IN THE SYSTEM						
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit Online server									
12 RECOMMENDED RETENTION Retain 5 years then destroy									
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 15 DATE 2/5/19								
16 TITLE OF PREPARER Program Manager									
DGS 550-6 (rev. 10/12)			· · · · · · · · · · · · · · · · · · ·						

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY						
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup	o, Maryland 20794 10) 799-1930	Page 2 of 53						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Anne Arundel County Department of Public Works	Bureau of Utilit	y Operations	Wastewater						
DEFINITION - Record Series - A group of reand disposition		d electronically and used as a	a unit for reference as well as retention						
4 ELECTRONIC RECORD SERIES TITLE 1 Correspondence	5 EARLIEST YEAR/LATEST YEAR								
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 DESCR		 fly describe the information							
Email	conf	tained in a series. Include	purpose and function of the system.						
9 POLICY ON ACCESS AND USE - Expla	ain or attach copy	y if established in writing.							
Maintained by OIT									
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	OR REVISING INFORMAT	ON IN THE SYSTEM						
5 years									
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Online server									
· ·									
12 RECOMMENDED RETENTION Retain 5 years then destroy									
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE						
PREPARER Kimberly Cluney	410-222-3204 2/5/19								
16 TITLE OF PREPARER	<u> </u>		1						
Program Manager									
DGS 550-6 (rev. 10/12)									

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY						
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930	Page 3 of 53						
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations	3 UNIT Admin						
DEFINITION – Record Series - A group of rel and disposition	ated records stored electronically and used as n purposes	a unit for reference as well as retention						
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 DESCR								
Email, Google Drive	contained in a series. Include	e purpose and function of the system.						
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		<del>-</del>						
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		_ <b>L</b> .,						
DGS 550-6 (rev. 10/12)								

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INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	Page 4 of 53						
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	3 UNIT Business and Financial Services							
DEFINITION - Record Series - A group of reland disposition	ated records stored electronically and used as on purposes	a unit for reference as well as retention						
4 ELECTRONIC RECORD SERIES TITLE 1 Correspondence	5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018							
6 INPUT - Identify source of information to Online	be entered 7 OUTPUT - Identify the Online	use/s of information generated by system						
8 ELECTRONIC RECORD SERIES DESCR	•	n/documents/forms purpose and function of the system.						
Email, Google Drive	contained in a series. Include	purpose and function of the system.						
9 POLICY ON ACCESS AND USE – Expla Maintained by OIT	in or attach copy if established in writing.							
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10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR REVISING INFORMAT	ION IN THE SYSTEM						
5 years								
44 CDEOLEVITUE LOCATION AND MEDIA	OF THE MAIN ELECTRONIC DATA FILE							
	by throughout the record's authorized life by							
Online server								
12 RECOMMENDED RETENTION								
Retain 5 years then destroy								
13 TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER 15 DATE PREPARER 410-222-3204 2/5/19								
PREPARER         410-222-3204         2/5/19           Kimberly Cluney         2/5/19								
16 TITLE OF PREPARER								
Program Manager								
DGS 550-6 (rev. 10/12)								

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Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 5 of 53	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Anne Arundel County Department of Public Works	Bureau of Utilit	y Operations	Water	
DEFINITION - Record Series - A group of related records stored electronically and used as and disposition purposes			unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR		
2 Payroll/Time and Attendance			2015 TO 2018	
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the online	use/s of information generated by system	
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brief	 fly describe the information	u/documents/forms	
6 ELECTRONIC RECORD SERIES DESCR			purpose and function of the system.	
Google Drive, Etime				
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	in or attach copy	if established in writing.		
Walkalied by Cit				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM	
3 years				
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN F	ELECTRONIC DATA FILE	Explain the progression established to	
ensure the record's retention and usabilit				
Online server				
12 RECOMMENDED RETENTION		<u> </u>		
Retain 3 years then destroy				
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER		15 DATE	
PREPARER Kimberly Cluney	410-222-3204		2/5/19	
16 TITLE OF PREPARER	<u>_</u>			
Program Manager				
DGS 550-6 (rev. 10/12)			· · · · · · · · · · · · · · · · · · ·	
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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 and disposition purposes			unit for reference as well as retention	
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 Online	o be entered 7 OUTPUT - Identify the online		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.  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 TELEPHO 410-222-3204	NE NUMBER	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager				
DGS 550-6 (rev. 10/12)				

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Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930	Page 7 of 53			
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations	3 UNIT Infrastructure			
DEFINITION — Record Series - A group of rel and disposition	unit for reference as well as retention				
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 Online	be entered 7 OUTPUT - Identify the of Online	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. Etime					
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Maintained by OIT					
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16 TITLE OF PREPARER Program Manager					
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electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	Page 8 of 53		
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 rel	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 2 Payroll/Time and Attendance	ELECTRONIC RECORD SERIES TITLE			
6 INPUT - Identify source of information to	he entered 7 OUTPUT - Identify the	2015 TO 2018 use/s of information generated by system		
Online	Online Online	users of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR		on/documents/forms e purpose and function of the system.		
ETime				
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9 POLICY ON ACCESS AND USE - Expla	in or attach copy if established in writing.			
Maintained by OIT				
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10 UPDATING CYCLES OR CONDITIONS 3 years	AND RULES FOR REVISING INFORMAT	TION IN THE SYSTEM		
o years				
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit	OF THE MAIN ELECTRONIC DATA FILE y throughout the record's authorized life c			
Online server		•		
12 RECOMMENDED RETENTION				
Retain 3 years then destroy				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19		
Kimberly Cluney	410-222-3204	2/3/19		
16 TITLE OF PREPARER				
Program Manager				
DGS 550-6 (rev. 10/12)				

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electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	Page 9 of 53			
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 rel and disposition	ated records stored electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 2 Payroll/Time and Attendance					
6 INPUT - Identify source of information to Online	be entered 7 OUTPUT - Identify the Online	2015 TO 2018 use/s of information generated by system			
8 ELECTRONIC RECORD SERIES DESCR	•	n/documents/forms purpose and function of the system.			
Etime					
9 POLICY ON ACCESS AND USE - Expla	in as attach convit actablished in uniting				
Maintained by OIT	in of attach copy if established in writing.				
10 UPDATING CYCLES OR CONDITIONS 3 years	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					
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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)	<del>, , , , , , , , , , , , , , , , , , , </del>				

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Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930		Page 10 of 53	
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations		3 UNIT Admin	
DEFINITION - Record Series - A group of re and dispositi		electronically and used as a	unit for reference as well as retention	
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 Online		<del>-</del>	use/s of information generated by system	
8 ELECTRONIC RECORD SERIES DESCI		y describe the information ined in a series. Include	n/documents/forms purpose and function of the system.	
Google Drive, Etime				
9 POLICY ON ACCESS AND USE - Expl Maintained by OIT	ain or attach copy i	f established in writing.		
10 UPDATING CYCLES OR CONDITIONS 3 years	AND RULES FOR	REVISING INFORMATI	ON IN THE SYSTEM	
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Online server			, , , , , , , , , , , , , , , , , , , ,	
12 RECOMMENDED RETENTION Retain 3 years then destroy			<del></del>	
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHON 410-222-3204	NE NUMBER	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager				
DGS 550-6 (rev. 10/12)			<del></del>	

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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 reand disposition		d electronically and used as a	a unit for reference as well as retention
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 Online	be entered	7 OUTPUT - Identify the Online	use/s of information generated by system
8 ELECTRONIC RECORD SERIES DESCR Etime		Lifly describe the information tained in a series. Include	n/documents/forms purpose and function of the system.
	ain or attach copy	y if established in writing.	
			ION IN THE SYSTEM
	AND RULES FO	OR REVISING INFORMATI	Explain the progression established to
10 UPDATING CYCLES OR CONDITIONS 3 years  11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabili	AND RULES FO	OR REVISING INFORMATI	Explain the progression established to
Maintained by OIT  10 UPDATING CYCLES OR CONDITIONS 3 years  11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabili Online server	AND RULES FO	DR REVISING INFORMATION OF REVISION OF REV	Explain the progression established to

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Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 12 of 53		
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 and disposition purposes			unit for reference as well as retention		
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 Online		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.  Intranet - SOP's					
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 TELEPHO 410-222-3204	NE NUMBER	15 DATE 2/5/19		
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)		<u> </u>			

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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 and disposition purposes		unit for reference as well as retention			
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16 TITLE OF PREPARER Program Manager	• • •				
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DEPARTMENT/AGENCY     Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Infrastructure		
DEFINITION - Record Series - A group of rel and disposition	unit for reference as well as retention			
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 Online	be entered 7 OUTPUT - Identify the Online	use/s of information generated by system		
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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				
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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 rel and disposition	ated records stored electronically and used as a	unit for reference as well as retention			
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 Online	be entered 7 OUTPUT - Identify the Online	use/s of information generated by system			
8 ELECTRONIC RECORD SERIES DESCR		n/documents/forms purpose and function of the system.			
	•				
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			
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	Page 16 of 53		
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 rel and disposition	ated records stored electronically and used as a purposes	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 3 General Files- BUO Operations		5 EARLIEST YEAR/LATEST YEAR		
6 INPUT - Identify source of information to Online	be entered 7 OUTPUT - Identify the in Online	2014 TO 2018 use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR	,	n/documents/forms purpose and function of the system.		
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	in or attach copy if established in writing.			
10 UPDATING CYCLES OR CONDITIONS Revised annually	AND RULES FOR REVISING INFORMATI	ON 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.  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 17 of 53	
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations		3 UNIT Admin	
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention	
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 Online	o be entered 7 OUTPUT - Identify the o		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. 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 TELEPHO 410-222-3204	ONE NUMBER	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 18 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations	3 UNIT Water		
DEFINITION — Record Series - A group of rel and disposition	ated records stored electronically and used as n purposes	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 4 Purchasing		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018		
6 INPUT - Identify source of information to Online	be entered 7 OUTPUT - Identify the Online	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.  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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930	Page 19 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations	3 UNIT Wastewater		
DEFINITION — Record Series - A group of rel and dispositio	ated records stored electronically and used as a purposes	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 4 Purchasing		5 EARLIEST YEAR/LATEST YEAR		
6 INPUT - Identify source of information to be entered Online 7 OUTPUT - Identify the Online		2015 TO 2018 use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR Enterprise One		n/documents/forms purpose and function of the system.		
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)				

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INSTRUCTIONS - Type or print a		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY	
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electronic record series. Forward with Records Retention Schedule (DGS 550-1)		loo Road, P.O. Box 275 o, Maryland 20794		
COMAR 14.18.02		10) 799-1930	Page 20 of 53	
4 DEDARTMENT/ACENOV	2 DIVISION		2 LINUT	
1 DEPARTMENT/AGENCY	2 DIVISION	n. On anations	3 UNIT	
Anne Arundel County Department of Public	Bureau of Utilit	y Operations	Infrastructure	
Works	<u> </u>			
DEFINITION — Record Series - A group of rel and disposition		ed electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
4 Purchasing				
			2015 TO 2018	
6 INPUT - Identify source of information to	be entered		use/s of information generated by system	
Online		Online		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information		
E-tomics Occ	con	tained in a series. Include	purpose and function of the system.	
Enterprise One				
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9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.				
Maintained by OIT				
40 LIBRATING OVOLED OF COMPITIONS	AND DULEO CO	NO DEVICINO INCODIATI	ON IN THE OVOTERA	
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	OR REVISING INFORMATI	ON 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 usabilit	y inrougnout the	e record's authorized life cy	cie.	
Online server				
12 RECOMMENDED RETENTION				
Retain 3 years then destroy				
Treating of yours their destroy				
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE	
PREPARER	14 TELEPHONE NUMBER 410-222-3204		2/5/19	
Kimberly Cluney	710-222-3204		2/0/19	
Transcript Staticy				
16 TITLE OF PREPARER			<u> </u>	
Program Manager				
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DGS 550-6 (rev. 10/12)				
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INSTRUCTIONS – Type or print a separate form for each new/revised electronic 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		ELECTRONIC RECORDS INVENTORY
COMAR 14.18.02	(410) 79	9-1930	Page 21 of 53
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Ope	rations	3 UNIT Central Maintenance
DEFINITION — Record Series - A group of rel and disposition		ronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE 4 Purchasing		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to	be entered 7 C	OUTPUT - Identify the	use/s of information generated by system
Online	Onlin		25075 of Milotination generated by System
a El EGERGANO DEGODO OFFICO DEGODO	IDTION Disease		1-1
8 ELECTRONIC RECORD SERIES DESCR		scribe the information	purpose and function of the system.
Enterprise One	contained	in a series. Include	purpose and function of the system.
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O DOLIGY ON ACCESS AND LISE . Final	:		
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	in or attach copy if est	ablished in writing.	
Walitailled by Off			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR RE	VISING INFORMATI	ON IN THE SYSTEM
Continual			
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN ELECT	RONIC DATA FILE.	Explain the progression established to
ensure the record's retention and usabilit			
Online server			
12 RECOMMENDED RETENTION		·····	
Retain 3 years then destroy			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE N 410-222-3204	OWREK	15 DATE 2/5/19
Kimberly Cluney	410-222-3204		2/3/19
16 TITLE OF PREPARER			
Program Manager			
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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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 22 of 53	
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 rel and disposition		d electronically and used as a	unit for reference as well as retention	
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 Online		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.  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	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box	SION
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930	Page 23 of 53
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations	3 UNIT Admin
DEFINITION - Record Series - A group of rel and disposition		used as a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE 4 Purchasing	. <del>.</del>	5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018
6 INPUT - Identify source of information to Online	be entered 7 OUTPUT - Id Online	entify the use/s of information generated by system
8 ELECTRONIC RECORD SERIES DESCR Enterprise One		formation/documents/forms Include purpose and function of the system.
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	in or attach copy if established in	vriting.
10 UPDATING CYCLES OR CONDITIONS Continual	AND RULES FOR REVISING INF	ORMATION IN THE SYSTEM
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit Online server		TA FILE. Explain the progression established to ed life cycle.
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		<u> </u>
DGS 550-6 (rev. 10/12)		<del></del>

INSTRUCTIONS – Type or print a separate form for each new/revised		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY	
electronic record series. Forward with	7275 Waterle	oo Road, P.O. Box 275		
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930		Page 24 of 53	
DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Anne Arundel County Department of Public	Bureau of Utility	y Operations	Business and Financial Services	
Works	L			
DEFINITION — Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
4 Purchasing				
	<del></del>		2015 TO 2018	
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the online	use/s of information generated by system	
		Still C		
8 ELECTRONIC RECORD SERIES DESCR	UDTION Delet	1	111	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	purpose and function of the system.	
Enterprise One	33			
		<u></u>	_	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.		
Maintained by OIT				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
Continual				
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11 SPECIFY THE LOCATION AND MEDIA				
ensure the record's retention and usabilit Online server	y throughout the	record's authorized life cy	cle.	
Offilite server				
12 RECOMMENDED RETENTION		<del></del>		
Retain 3 years then destroy				
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE	
PREPARER	410-222-3204		2/5/19	
Kimberly Cluney				
16 TITLE OF PREPARER				
Program Manager				
DGS 550-6 (rev. 10/12)				
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INSTRUCTIONS – Type or print a separate form for each new/revised electronic 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	ELECTRONIC RECORDS INVENTORY Page 25 of 53	
COMAR 14.18.02	(410) 799-1930	1 age 23 01 33	
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 rel and disposition	ated records stored electronically and used as an purposes	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE 5 Budget		5 EARLIEST YEAR/LATEST YEAR	
6 INPUT - Identify source of information to	he entered 7 OLITPLIT - Identify the	2015 TO 2018 use/s of information generated by system	
Network	Network	users or information generated by system	
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Briefly describe the information	n/documents/forms	
o Electricinio reconsiderile decid		purpose and function of the system.	
Budget files			
POLICY ON ACCESS AND USE — Explain or attach copy if established in writing.  Maintained by OIT			
Maintained by Cit			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM			
Annually			
11 SPECIFY THE LOCATION AND MEDIA			
Network storage, online server	y throughout the record's authorized life cy	cie.	
Trottork storage, stimile conver			
12 RECOMMENDED RETENTION			
Retain 3 years then destroy			
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER	15 DATE	
PREPARER	410-222-3204	2/5/19	
Kimberly Cluney			
16 TITLE OF PREPARER	1	<del></del>	
Program Manager			
DGS 550-6 (rev. 10/12)			
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INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	Page 26 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations	3 UNIT Admin		
DEFINITION - Record Series - A group of rel and disposition	ated records stored electronically and used as a n purposes	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 7 Computerized Maintenance Manag	ement Files	5 EARLIEST YEAR/LATEST YEAR 1999 TO 2018		
6 INPUT - Identify source of information to Cassworks	be entered 7 OUTPUT - Identify the Cassworks	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.  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 detroy.				
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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794	ELECTRONIC RECORDS INVENTORY		
COMAR 14.18.02	(410) 799-1930	Page 27 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations	3 UNIT Admin		
DEFINITION — Record Series - A group of rel and disposition	ated records stored electronically and used as n purposes	a unit for reference as well as retention		
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 File attachments	be entered 7 OUTPUT - Identify the None	use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR				
Intranet record of BUO policy and procedures		e purpose and function of the system.		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.  Maintained by OIT  .				
10 UPDATING CYCLES OR CONDITIONS Annually	AND RULES FOR REVISING INFORMAT	TON 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.  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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930	Page 28 of 53		
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 rel and disposition	ated records stored electronically and used as in purposes	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 10 Accounting/Finance and Audit Rec	cords	5 EARLIEST YEAR/LATEST YEAR		
6 INPUT - Identify source of information to		2014 TO 2018 use/s of information generated by system		
Online	Online	gonorated by oyotom		
8 ELECTRONIC RECORD SERIES DESCR		n/documents/forms 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				
	OF THE MAIN ELECTRONIC DATA FILE y throughout the record's authorized life cy			
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)				

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Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 29 of 53		
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 rel and disposition		l electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 15 Vehicle Records/Fleet Maintenand	e		5 EARLIEST YEAR/LATEST YEAR 2000 TO 2018		
6 INPUT - Identify source of information to Various	be entered	7 OUTPUT - Identify the DV Various	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.  Cassworks work orders, STARS					
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	in or attach copy	if established in writing.			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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)	_	<u> </u>			

INSTRUCTIONS – Type or print a separate form for each new/revised		F GENERAL SERVICES NAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with	7275 Waterloo Road, P.O. Box 275				
Records Retention Schedule (DGS 550-1) COMAR 14.18.02		Maryland 20794 0) 799-1930	Page 30 of 53		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Anne Arundel County Department of Public	Bureau of Utility	Operations	Business and Financial Services		
Works		,	<u></u>		
DEFINITION - Record Series - A group of rel and disposition		electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
17 Training Records			o Entered Temperature Temperature		
6 INDLIT Hantifu accuracy of information to	he entered	7 OUTDUT Hankfuller	2000 TO 2018		
6 INPUT - Identify source of information to Online, spreadsheet, database		Online, spreadsheet, data	use/s of information generated by system abase		
· ·		. ,			
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Briefly	describe the information	/documents/forms		
Canala Drive Event Database records	contai	ined in a series. Include	purpose and function of the system.		
Google Drive, Excel, Database records					
9 POLICY ON ACCESS AND USE - Expla	nin or attach copy i	f established in writing.			
Maintained by Training department					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR	REVISING INFORMATION	ON IN THE SYSTEM		
Continual					
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11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit					
Online, network storage	y amoughout alon	ocord o ddirion2od iiio oy			
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	14 TELEPHONE NUMBER		15 DATE		
PREPARER Kimberly Cluney	410-222-3204		2/5/19		
Kimberry Cidney			,		
16 TITLE OF PREPARER					
Program Manager					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 31 of 53			
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	y Operations	3 UNIT Wastewater			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 18 Pretreatment Program files-Signifi	cant Commerc	cial & Industrial	5 EARLIEST YEAR/LATEST YEAR 2013 TO 2018			
6 INPUT - Identify source of information to Database/Software	be entered	7 OUTPUT - Identify the I Database/Software	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.  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 MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930				
Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 32 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations		3 UNIT Wastewater		
DEFINITION - Record Series - A group of rel and disposition	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE 19 Biomonitoring			5 EARLIEST YEAR/LATEST YEAR		
			2015 TO 2018		
6 INPUT - Identify source of information to Google Drive	be entered	7 OUTPUT - Identify the Google Drive	use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information			
Biomonitoring report for WRFs.	COIII	lained in a series. Include	purpose and function of the system.		
9 POLICY ON ACCESS AND USE - Expla	ain or attach cop	v if established in writing.			
Maintained by OIT		, <i>m</i>			
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	14 TELEPHO	NE NUMBER	15 DATE		
PREPARER Kimberly Cluney	410-222-3204		2/5/19		
16 TITLE OF PREPARER Program Manager	<u> </u>		<u> </u>		
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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	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	Page 33 of 53			
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	y Operations	3 UNIT Admin			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 23 Regulatory Updates			5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018			
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the to Online	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.  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)	•	· <del></del>				

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  2 DIVISION Bureau of Utility Operations		ELECTRONIC RECORDS INVENTORY Page 34 of 53
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works			3 UNIT Wastewater
DEFINITION - Record Series - A group of re and disposition		d electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE 24 Marine Sanitation Pumpout System		3	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 DESCR		l fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.
9 POLICY ON ACCESS AND USE - Expla			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMAT	ION IN THE SYSTEM
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability			
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
•			i
16 TITLE OF PREPARER Program Manager			1

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	RECORDS MA 7275 Waterlo Jessup,	DF GENERAL SERVICES NAGEMENT DIVISION TO Road, P.O. Box 275 Maryland 20794 0) 799-1930	Page 35 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	Operations	3 UNIT Wastewater		
DEFINITION - Record Series - A group of rel and disposition		electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 27 Sewage Slugde Analysis			5 EARLIEST YEAR/LATEST YEAR 2016 TO 2018		
6 INPUT - Identify source of information to Online		7 OUTPUT - Identify the u	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. Sewage Sludge (Biosolids ) Annual Report					
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)		•			

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930	Page 36 of 53			
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 rel and disposition	ated records stored electronically and used as in purposes	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 29 Supervisory Control and Data Acq	uisition (SCADA)	5 EARLIEST YEAR/LATEST YEAR			
6 INPUT - Identify source of information to	be entered 7 OUTPUT - Identify the	2015 TO 2018 use/s of information generated by system			
Online	Onfine				
8 ELECTRONIC RECORD SERIES DESCR		n/documents/forms purpose and function of the system.			
Google Drive, Vendor website					
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	in or attach copy if established in writing.				
10 UPDATING CYCLES OR CONDITIONS Continual	AND RULES FOR REVISING INFORMAT	ION 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.  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)	<u> </u>				

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 37 of 53			
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	y Operations	3 UNIT Water			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
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 Online	be entered	7 OUTPUT - Identify the Online	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.  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 TELEPHO 410-222-3204	NE NUMBER	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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 38 of 53			
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	y Operations	3 UNIT Wastewater			
DEFINITION - Record Series - A group of rel and disposition	d electronically and used as a	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE 30 Operation and Maintenance Files			5 EARLIEST YEAR/LATEST YEAR			
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the Online	2014 TO 2018 use/s of information generated by system			
	WETTON BY					
8 ELECTRONIC RECORD SERIES DESCR Google Drive & Cassworks. Database		ly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.			
-						
POLICY ON ACCESS AND USE - Expla     Maintained by OIT	in or attach copy	if established in writing.				
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	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 39 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utilit	y Operations	3 UNIT Infrastructure		
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention		
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 Online	be entered	7 OUTPUT - Identify the online	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.  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		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  (410) 799-1930		Page 40 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utilit	y Operations	3 UNIT Central Maintenance		
DEFINITION — Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention		
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 Online	be entered	7 OUTPUT - Identify the to Online	use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information tained in a series. Include	n/documents/forms purpose and function of the system.		
			,		
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)					

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 41 of 53
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 rel and disposition		ed electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE 30 Operation and Maintenance Files			5 EARLIEST YEAR/LATEST YEAR
<u> </u>		1 =	2014 TO 2018
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the Online	use/s of information generated by system
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	
Google Drive & Cassworks	con	tained in a series. Include	purpose and function of the system.
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	in or attach copy	y if established in writing.	
10 LIPDATING CYCLES OR CONDITIONS	AND RULES EC	OR REVISING INFORMAT	ION IN THE SYSTEM
10 UPDATING CYCLES OR CONDITIONS Continual	AND RULES FO	OR REVISING INFORMAT	ION IN THE SYSTEM
	AND RULES FC	OR REVISING INFORMAT	ION IN THE SYSTEM
Continual			
	OF THE MAIN E	ELECTRONIC DATA FILE.	Explain the progression established to
Continual  11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	OF THE MAIN E	ELECTRONIC DATA FILE.	Explain the progression established to
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	OF THE MAIN E	ELECTRONIC DATA FILE.	Explain the progression established to
Continual  11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit Online server and Cassworks  12 RECOMMENDED RETENTION	OF THE MAIN E	ELECTRONIC DATA FILE. record's authorized life cy	Explain the progression established to

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		Page 42 of 53	
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Operations		3 UNIT Wastewater	
DEFINITION - Record Series - A group of rel and disposition	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 31 Regulatory Reporting			5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the o	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.  Discharge Monitoring Reports for Permit Reporting				
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 Prtection Agency's Website				
12 RECOMMENDED RETENTION Retain for 50 years then destroy.	<u>.</u>	<u> </u>		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHO 410-222-3204	NÉ NUMBER	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager	<u> </u>		· · · · · · · · · · · · · · · · · · ·	
DGS 550-6 (rev. 10/12)				

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M.	OF GENERAL SERVICES ANAGEMENT DIVISION OO Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930		Page 43 of 53			
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	y Operations	3 UNIT Infrastructure			
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 31 Regulatory Reporting			5 EARLIEST YEAR/LATEST YEAR 2001 TO 2018			
6 INPUT - Identify source of information to Database	be entered	7 OUTPUT - Identify the Database	use/s of information generated by system			
8 ELECTRONIC RECORD SERIES DESCR			n/documents/forms purpose and function of the system.			
SSO reporting	COIII	amed in a series. Include	purpose and function of the system.			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing				
Maintained by Engineering	o. aa oop,					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM			
Annually						
ensure the record's retention and usabilit	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 MA	OF GENERAL SERVICES NAGEMENT DIVISION TO Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930		Page 44 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	Operations	3 UNIT Water		
DEFINITION — Record Series - A group of rel and disposition		electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 32 Fixed Asset Inventory			5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018		
6 INPUT - Identify source of information to Online		7 OUTPUT - Identify the to Online	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. 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 M	OF GENERAL SERVICES ANAGEMENT DIVISION OO Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930		Page 45 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	y Operations	3 UNIT Wastewater		
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 32 Fixed Asset Inventory			5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018		
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the to Online	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. 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 TELEPHO 410-222-3204	NE NUMBER	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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 46 of 53		
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 32 Fixed Asset Inventory			5 EARLIEST YEAR/LATEST YEAR		
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the Online	2018 TO 2018 use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR	NDTION Daiodi				
Inventory records		ly describe the information ained in a series. Include	purpose and function of the system.		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Maintained by OIT					
40 UDDATING CVCLES OF CONDITIONS	AND DULES FOR	DEVICING INFORMAT	ION IN THE CYCLEM		
10 UPDATING CYCLES OR CONDITIONS Annually	AND RULES FOR	REVISING INFORMAT	ON IN THE SYSTEM		
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit Intranet, Google Drive					
miranet, Google Diffe					
12 RECOMMENDED RETENTION					
Retain for 2 years after audit then destroy.	TELEDUO.		Lie Dies		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHOI 410-222-3204	NE NUMBER	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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 47 of 53		
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 rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 32 Fixed Asset Inventory	5 EARLIEST YEAR/LATEST YEAR 2016 TO 2018				
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the to Online	use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the information	n/documents/forms purpose and function of the system.		
Inventory records	COM	and in a series. Include	purpose and function of the system.		
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	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 48 of 53			
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utilit	y Operations	3 UNIT Tech Support			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 32 Fixed Asset Inventory			5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018			
6 INPUT - Identify source of information to Online	be entered	7 OUTPUT - Identify the I	use/s of information generated by system			
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the information tained in a series. Include	n/documents/forms purpose and function of the system.			
Inventory records						
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 TELEPHO 410-222-3204	ONE NUMBER	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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.02			Page 49 of 53			
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 Online	be entered 7 OUTPUT Online	- Identify the u	se/s of information generated by system			
8 ELECTRONIC RECORD SERIES DESCR	•					
Inventory records	contained in a ser	ies. include p	ourpose and function of the system.			
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	POLICY ON ACCESS AND USE — Explain or attach copy if established in writing.     Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS Annually	AND RULES FOR REVISING	INFORMATIO	ON 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.  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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	Page 50 of 53		
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		
6 INPUT - Identify source of information to Online	be entered 7 OUTPUT - Identify the Online	2018 TO 2018 use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCR Inventory records		n/documents/forms purpose and function of the system.		
	- 40			
9 POLICY ON ACCESS AND USE – Expla Maintained by OIT	in or attach copy if established in writing.			
10 UPDATING CYCLES OR CONDITIONS Annually	AND RULES FOR REVISING INFORMATI	ON IN THE SYSTEM		
44 SPECIEV THE LOCATION AND MEDIA	OF THE MAIN ELECTRONIC DATA FILE	Cymlein the manuscripe antablished to		
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit Intranet, Google Drive	y throughout the record's authorized life cy			
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 MANA	SENERAL SERVICES GEMENT DIVISION Dad, P.O. Box 275	ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930		Page 51 of 53			
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility Op	erations	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 Info	5 EARLIEST YEAR/LATEST YEAR 2017 TO 2018					
6 INPUT - Identify source of information to Online	be entered 7 Onl		use/s of information generated by system			
8 ELECTRONIC RECORD SERIES DESCR	•	escribe the information				
Online record of damage accounts, claims, a			purpose and function of the system.			
O DOLLOY ON ACCESS AND LISE _ Evolu	in or attach conv if es	tablished in writing				
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 I 410-222-3204	NUMBER	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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)  COMAR 14.18.02			Page 52 of 53		
DEPARTMENT/AGENCY     Anne Arundel County Department of Public     Works	2 DIVISION Bureau of Utility	y Operations	3 UNIT Central Maintenance		
DEFINITION - Record Series - A group of re and disposition		d electronically and used as a	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 34 Generator and High Voltage Switch	5 EARLIEST YEAR/LATEST YEAR 2013 TO 2018				
6 INPUT - Identify source of information to Online	6 INPUT - Identify source of information to be entered Online 7 OUTPUT - Identify the Online				
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information ained in a series Include	n/documents/forms purpose and function of the system.		
Generator records	3311		parpose and full discording the experience		
9 POLICY ON ACCESS AND USE - Expla Maintained by OIT	ain or attach copy	if established in writing.			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit Cassworks					
12 RECOMMENDED RETENTION Retain for 5 years then destroy.			· · · · · · · · · · · · · · · · · · ·		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHO 410-222-3204	NE NUMBER	15 DATE 2/5/19		
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930	Page 53 of 53
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.	<u> </u>	
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)		