

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	C-1449
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Agency Information

Department / Agency	Charles County Government
Division / Unit	Public Works/Utilities
Mission Statement/Link to division/unit website	https://www.charlescountymd.gov/services/public-works-utilities

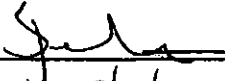
Schedule Information

Supersedes Schedule(s)	C-828
Amends Schedule(s)	

Preparer Information

Name of Preparer	Amanda Windsor
Title of Preparer	Department of Public Works Project and Program Manager
Preparer Email Address	windsora@charlescountymd.gov
Preparer Telephone Number	301-932-3442
Date	06/22/2020

Agency Approval

Name of Agency Director	Mark Belton
Agency Director Signature	
Date	8/17/20

State Archivist Approval

State Archivist Signature	
Date	

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

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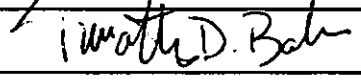
Preparer Information

Name of Preparer	Amanda Windsor
Title of Preparer	Department of Public Works Project and Program Manager
Preparer Email Address	windsora@charlescountymd.gov
Preparer Telephone Number	301-932-3442
Date	

Agency Approval

Name of Agency Director	Mark Belton
Agency Director Signature	
Date	

State Archivist Approval

State Archivist Signature	
Date	7.29.2020

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: General Correspondence	Page 1 of 26
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Record Series Content	Correspondence including original incoming letters, outgoing letters, and memorandums.
Record Series Function	Document communications between the Department of Public Works and other Charles County Government departments/divisions; federal, state, and local agencies; and not-for-profit or private organizations as well as the public.
Organization/Arrangement	Chronological
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	6 lateral file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	50 pages
Current Location	Utilities Division Offices
Audit Requirements	No known audit requirements
Date Span	2000 to present
Completeness /Gaps	No known gaps

Schedule Item Number	1
Retention	Retain for 3 years or until material has no further administrative, fiscal, legal, or operational value, whichever is later, then destroy. Correspondence integral to other series is retained according to the retention for that series.
Justification for Permanent Retention	Not applicable

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. C-1449

(To be completed by DGS/Records Management Division)

Records Series Title: Time and Attendance

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Record Series Content	Timecards, timesheets, and leave requests for employees.
Record Series Function	Document hours earned and leave used by employees.
Organization/ Arrangement	Alphabetical by date
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	14 boxes
Annual Accumulation (file drawers, gigabytes, etc.)	3 boxes
Current Location	Utilities Division Offices
Audit Requirements	May be subject to internal or external audit.
Date Span	January 2016 to present
Completeness /Gaps	No known gaps

Schedule Item Number	2
Retention	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Employee Personnel Records	Page 3 of 26
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Record Series Content	Employee performance evaluations, training certificates, awards, and disciplinary actions. ** NOTE: The official employee personnel records are maintained by the Charles County Government Department of Human Resources. **
Record Series Function	Document employment history of Department of Public Works employees for use and reference by the Department of Public Works.
Organization/ Arrangement	Alphabetical
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	Maryland Public Information Act under General Provisions Article, Section 4-311 - Personnel Records, Maryland Annotated Code. Personnel records of an individual are protected under the Maryland Public Information Act; however, such records are generally available to the person who is the subject of the record, supervisory personnel, and other individuals or departments with responsibilities related to personnel administration.
Formats (paper, electronic, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	4 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	5 file folders
Current Location	Utilities Division Offices
Audit Requirements	No known audit requirements
Date Span	1974 to present
Completeness /Gaps	No known gaps

Schedule Item Number	3
Retention	Retain for 3 years after termination, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Fiscal Year Budgets and Expenses	Page 4 of 26
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Record Series Content	Proposed budget, approved budget, and budget transfer requests for general, enterprise, and capital project funds. Also contains expense documentation such as requisitions (written requests to procure goods and services) and check requests.
Record Series Function	Document the fiscal year budget process from request to approval as well as any amendments to and expenses charged against the budget during the fiscal year.
Organization/Arrangement	Chronological
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	1 lateral file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	3 binders and 1 file folder
Current Location	Utilities Division Offices
Audit Requirements	No known audit requirements
Date Span	Fiscal year 2013 to present for budget requests; fiscal year 2014 to present for all other files
Completeness /Gaps	No known gaps

Schedule Item Number	4
Retention	Retain for 5 years, then destroy.
Justification for Permanent Retention	Not applicable

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. C-1449

(To be completed by DGS/Records Management Division)

Records Series Title: Inventory Records and Reports

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Record Series Content	Inventory reports and related supporting documentation such as inventory listings and adjustments.
Record Series Function	Document the types and quantities of inventory items issued and the costs associated with those items.
Organization/Arrangement	Chronological
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	2 lateral file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	¼ of a lateral file drawer
Current Location	Utilities Division Offices
Audit Requirements	May be subject to internal or external audit.
Date Span	Fiscal year 2013 to present
Completeness /Gaps	No known gaps

Schedule Item Number	5
Retention	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Fuel Files	Page 6 of 26
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Record Series Content	Monthly fuel consumption reports.
Record Series Function	Document fuel used by Utilities and/or the Utilities fuel site.
Organization/Arrangement	Chronological
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	1 binder
Annual Accumulation (file drawers, gigabytes, etc.)	7 pages per year
Current Location	Utilities Division Offices
Audit Requirements	No known audit requirements
Date Span	2017 to present
Completeness /Gaps	No known gaps

Schedule Item Number	6
Retention	Retain for 3 years, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Policies and Procedures	Page 7 of 26
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Record Series Content	Standard operating procedures or other policies and procedures.
Record Series Function	Document expectations for conducting operations and executing programs.
Organization/ Arrangement	Alphabetical
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 1 file Electronic: 1.00 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 10 pages Electronic: 0.01 gigabyte
Current Location	Paper: Utilities Division Offices Electronic: County file servers
Audit Requirements	No known audit requirements
Date Span	2000 to present
Completeness /Gaps	No known gaps

Schedule Item Number	7
Retention	Retain until updated or superseded, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Operating Reports and Information (Water Operations)	Page 8 of 26
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Record Series Content	Monthly well data, water quality reports, withdrawal logs and reports, water analysis results, alarm sheets, supervisor working files, etc.
Record Series Function	Document reports or other related and supporting documentation that monitor the safety and dependability of the drinking water supply.
Organization/Arrangement	Chronological
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	Paper: approximately 20 file drawers Electronic: 10.00 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 4 drawers per year Electronic: 1.00 gigabyte
Current Location	Paper: Utilities Division Offices Electronic: County file servers
Audit Requirements	Annual inspection by the Maryland Department of the Environment.
Date Span	September 2014 to present
Completeness /Gaps	No known gaps

Schedule Item Number	8
Retention	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Operational Reference Materials (Water Operations)	Page 9 of 26
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Record Series Content	Reference materials such as general well information, operation and maintenance manuals, and plans related to capital improvement projects.
Record Series Function	Document manuals, plans, or other related and supporting documentation that serves as a reference or provides guidance on how to safely operate a specific site or well.
Organization/ Arrangement	None
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 7 drawers Electronic: 500.00 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 2 drawers Electronic: 10.00 gigabytes
Current Location	Paper: Utilities Division Offices and satellite locations Electronic: County file servers
Audit Requirements	No known audit requirements
Date Span	1980 to present
Completeness /Gaps	Some old manuals are missing.

Schedule Item Number	9
Retention	Retain until updated or superseded, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Permits (Water Operations)	Page 10 of 26
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Record Series Content	Permits issued to Utilities for water operations such as Well Discharge, Water Appropriation, etc.
Record Series Function	Document permits obtained by Utilities to conserve, protect, and use water resources in compliance with permit requirements.
Organization/Arrangement	Alphabetical
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 100 pages Electronic: 0.10 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 10 pages per year Electronic: 0.01 gigabyte
Current Location	Paper: Utilities Administration Building, Chief of Operations and Maintenance's Office Electronic: County file servers
Audit Requirements	No known audit requirements
Date Span	January 1, 2009 to present
Completeness /Gaps	No known gaps

Schedule Item Number	10
Retention	Retain until updated, superseded, or expired, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Chemical and Bacteriological Data (Water Operations)	Page 11 of 26
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Record Series Content	Chemical and bacteriological analytical data for drinking water.
Record Series Function	Document drinking water test analysis performed by Mattawoman Water Quality Laboratory and contracted laboratories for reporting to the Maryland Department of the Environment Compliance Program, Charles County Utilities, and Charles County water customers if requested.
Organization/Arrangement	Alphabetical and chronological (descending dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size) and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 4.0 cubic feet Electronic: analytical data: ≈0.40 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 2.5 cubic feet Electronic: ≈0.45 gigabyte
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	The Maryland Department of the Environment audits once every 3 years.
Date Span	Chemical: January 2009 to present; Bacteriological: January 2012 to present
Completeness /Gaps	No known gaps

Schedule Item Number	11
Retention	Chemical: Retain for 10 years and until all audit requirements have been fulfilled, then destroy. Bacteriological: Retain for 6 years and until all audit requirements have been fulfilled, then destroy. Data which is expected to become part of a legal action may need to be maintained for a longer period.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Lead and Copper Data (Water Operations)	Page 12 of 26
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Record Series Content	Lead and copper analytical data for drinking water.
Record Series Function	Document drinking water test analysis performed by Mattawoman Water Quality Laboratory and contracted laboratories for reporting to the Maryland Department of the Environment Compliance Program, Charles County Utilities, and Charles County water customers if requested.
Organization/Arrangement	Alphabetical and chronological (descending dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size) and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 4.0 cubic feet Electronic: analytical data: ≈0.40 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 2.5 cubic feet Electronic: ≈0.45 gigabyte
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	The Maryland Department of the Environment audits once every 3 years.
Date Span	July 2011 to present
Completeness /Gaps	No known gaps

Schedule Item Number	12
Retention	Retain for 12 years and until all audit requirements have been fulfilled, then destroy. Data which is expected to become part of a legal action may need to be maintained for a longer period.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Laboratory Quality Control (Water Operations)	Page 13 of 26
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Record Series Content	Reports or other related and supporting documentation for quality control testing of drinking water.
Record Series Function	Document methodologies and results of drinking water quality control testing performed by Mattawoman Water Quality Laboratory.
Organization/Arrangement	Alphabetical and chronological (descending dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size) and electronic
Volume (file drawers, gigabytes, etc.)	Paper: ≈1.0 cubic feet Electronic: analytical data: ≈0.90 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 0.5 cubic feet Electronic: ≈0.10 gigabyte
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	The Maryland Department of the Environment audits once every 3 years.
Date Span	January 2014 to present
Completeness /Gaps	No known gaps

Schedule Item Number	13
Retention	Retain for 6 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Laboratory Correspondence (Water Operations)	Page 14 of 26
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Record Series Content	Letters or memorandums related to water operations sent to or received by the Mattawoman Water Quality Laboratory.
Record Series Function	Document communications between the Mattawoman Water Quality Laboratory and other Charles County Government departments/divisions; federal, state, and local agencies; and not-for-profit or private organizations as well as the public.
Organization/Arrangement	Alphabetical and chronological (descending dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size) and electronic
Volume (file drawers, gigabytes, etc.)	Paper: ≈1.0 cubic feet Electronic: analytical data: ≈0.90 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 0.5 cubic feet Electronic: ≈0.10 gigabyte
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	The Maryland Department of the Environment audits once every 3 years.
Date Span	January 2011 to present
Completeness /Gaps	No known gaps

Schedule Item Number	14
Retention	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Laboratory Supplies and Equipment Inventory (Water Operations)	Page 15 of 26
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Record Series Content	Inventories of supplies and equipment as well as related or supporting documentation such as orders of new or existing items and the disbursement or use of items from inventory.
Record Series Function	Document supplies and equipment obtained for and used by the Mattawoman Water Quality Laboratory for water operations.
Organization/Arrangement	Alphabetical and chronological (descending dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size)
Volume (file drawers, gigabytes, etc.)	Paper: ≈2.0 cubic feet
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 0.5 cubic feet
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	May be subject to internal or external audit.
Date Span	January 2013 to present
Completeness /Gaps	No known gaps

Schedule Item Number	15
Retention	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Operating Reports and Information (Wastewater Operations)	Page 16 of 26
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Record Series Content	Monthly pump station runtimes, National Pollutant Discharge Elimination System reports, discharge monitoring reports, Mattawoman sludge files, sewer spill reports, septage hauler reports, etc.
Record Series Function	Document reports or other related and supporting documentation that monitor pollutants in the wastewater.
Organization/Arrangement	Chronological
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 10 drawers Electronic: 2.00 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 2 drawers, Electronic: 0.50 gigabyte
Current Location	Paper: Utilities Division Offices and satellite locations Electronic: County file servers
Audit Requirements	Annual inspection by the Maryland Department of the Environment.
Date Span	2010 to present
Completeness /Gaps	No known gaps

Schedule Item Number	16
Retention	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Operational Reference Materials (Wastewater Operations)	Page 17 of 26
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Record Series Content	Reference materials such as general pump station information, operation and maintenance manuals, and plans related to capital improvement projects.
Record Series Function	Document manuals, plans, or other related and supporting documentation that serves as a reference or provides guidance on how to safely operate a specific site or pump station.
Organization/Arrangement	None
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 7 drawers Electronic: 1,000.00 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 2 drawers Electronic: 20.00 gigabytes
Current Location	Paper: Utilities Division Offices and satellite locations Electronic: County file servers
Audit Requirements	No known audit requirements
Date Span	1980 to present
Completeness /Gaps	Some old manuals are missing.

Schedule Item Number	17
Retention	Retain until updated or superseded, then destroy.
Justification for Permanent Retention	Not applicable

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. C-1449

(To be completed by DGS/Records Management Division)

Records Series Title: Permits (Wastewater Operations)

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Record Series Content	Permits issued to Utilities for wastewater operations such as National Pollutant Discharge Elimination System, sludge, wastewater, consent agreement, etc.
Record Series Function	Document permits obtained by Utilities to limit wastewater pollutants in compliance with permit requirements.
Organization/Arrangement	None
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 100 pages Electronic: 0.20 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: 20 pages Electronic: 0.02 gigabyte
Current Location	Paper: Utilities Administration Building, Chief of Maintenance and Operation's Office Electronic: County file servers
Audit Requirements	No known audit requirements
Date Span	January 1, 2014 to present
Completeness /Gaps	No known gaps

Schedule Item Number	18
Retention	Retain until updated, superseded, or expired, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Wastewater Data (Wastewater Operations)	Page 19 of 26
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Record Series Content	Analytical data for wastewater.
Record Series Function	Wastewater test analysis performed by Mattawoman Water Quality Laboratory and contracted laboratories for reporting to the Maryland Department of the Environment Compliance Program, Charles County Utilities, and Charles County water customers if requested.
Organization/Arrangement	Alphabetical and chronological (decreasing dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size) and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 12.0 cubic feet Electronic: ≈2.50 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: ≈5.0 cubic feet Electronic: ≈0.30 gigabyte
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	The Maryland Department of the Environment audits once every 3 years.
Date Span	January 2015 to present
Completeness /Gaps	No known gaps

Schedule Item Number	19
Retention	Retain for 5 years, then destroy. Data which is expected to become part of a legal action may need to be maintained for a longer period.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Laboratory Quality Control (Wastewater Operations)	Page 20 of 26
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Record Series Content	Reports or other related and supporting documentation for quality control testing of wastewater.
Record Series Function	Document methodologies and results of wastewater quality control testing performed by Mattawoman Water Quality Laboratory.
Organization/Arrangement	Alphabetical and chronological (decreasing dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size) and electronic
Volume (file drawers, gigabytes, etc.)	Paper: ≈1.0 cubic feet Electronic: ≈0.30 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: ≈0.5 cubic feet Electronic: ≈0.10 gigabyte
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	The Maryland Department of the Environment audits once every 3 years.
Date Span	January 2016 to present
Completeness /Gaps	No known gaps

Schedule Item Number	20
Retention	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Laboratory Correspondence (Wastewater Operations)	Page 21 of 26
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Record Series Content	Letters or memorandums related to wastewater operations sent to or received by the Mattawoman Water Quality Laboratory.
Record Series Function	Document communications between the Mattawoman Water Quality Laboratory and other Charles County Government departments/divisions; federal, state, and local agencies; and not-for-profit or private organizations as well as the public.
Organization/Arrangement	Alphabetical and chronological (decreasing dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size) and electronic
Volume (file drawers, gigabytes, etc.)	Paper: ≈1.0 cubic feet Electronic: ≈0.30 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: ≈0.5 cubic feet Electronic: ≈0.10 gigabyte
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	The Maryland Department of the Environment audits once every 3 years.
Date Span	January 1, 2009 to present
Completeness /Gaps	No known gaps

Schedule Item Number	21
Retention	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Laboratory Supplies and Equipment Inventory (Wastewater Operations)	Page 22 of 26
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Record Series Content	Inventories of supplies and equipment as well as related or supporting documentation such as orders of new or existing items and the disbursement or use of items from inventory.
Record Series Function	Document supplies and equipment obtained for and used by the Mattawoman Water Quality Laboratory for wastewater operations.
Organization/Arrangement	Alphabetical and chronological (decreasing dates)
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper (letter size)
Volume (file drawers, gigabytes, etc.)	Paper: ≈1.0 cubic feet
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: ≈0.3 cubic feet
Current Location	Paper: Utilities Laboratory #2 and Storage Room Electronic: Utilities Laboratory computers and County file servers (Note: If the laboratory changes computer hardware or software, the data contained in the old system should be transferred to the new system and remain retrievable for the required retention period.)
Audit Requirements	May be subject to internal or external audit.
Date Span	January 2013 to present
Completeness /Gaps	No known gaps

Schedule Item Number	22
Retention	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Pretreatment Files (Wastewater Operations)	Page 23 of 26
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Record Series Content	Industrial/commercial waste permits issued by Utilities, maintenance and inspection reports regarding discharge control, regulatory information, etc.
Record Series Function	Document pretreatment regulations for industrial and commercial users and monitor compliance to control pollutants which may damage the wastewater collection system, treatment plant equipment, or pass through or interfere with the wastewater treatment processes.
Organization/Arrangement	General folders are organized alphabetically. More specific folders within the general folders are organized by date.
Indexing System	Year, month, and day
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic (Note: All new files are only stored electronically as the Environmental Protection Agency requires all pretreatment programs to go paperless by 2020.)
Volume (file drawers, gigabytes, etc.)	Paper: 5 file drawers Electronic: 6.00 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: no longer accumulating paper files Electronic: ≈0.40 gigabyte
Current Location	Paper: Utilities Pretreatment Office Electronic: County file server
Audit Requirements	Audits occur annually. Must present various documents of importance such as Industrial Permits, Enforcement Response Plans, Water and Sewer Ordinance, etc.
Date Span	Paper: 1990 to present Electronic: 2011 to present
Completeness /Gaps	No known gaps

Schedule Item Number	23
Retention	Retain permits until updated or revoked, then destroy. Retain remainder for 7 years and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 (To be completed by DGS/Records Management Division)
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Records Series Title: Work Orders	Page 24 of 26
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Record Series Content	Work orders for preventive maintenance and repairs, rebuilds, and replacements of water and sewer system equipment and controls. Also includes customer concerns or complaints.
Record Series Function	Document daily maintenance activities to ensure preventive and corrective maintenance is performed.
Organization/Arrangement	Chronological
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Electronic (any supporting paper documentation is scanned and saved in Infor Enterprise Asset Management system)
Volume (file drawers, gigabytes, etc.)	Electronic: 6.00 gigabytes (total for Infor Enterprise Asset Management System which is used by multiple Department of Public Works divisions)
Annual Accumulation (file drawers, gigabytes, etc.)	Electronic: 553,594.00 kilobytes (total for Infor Enterprise Asset Management System which is used by multiple Department of Public Works divisions)
Current Location	County file servers
Audit Requirements	No known audit requirements
Date Span	2009 to present
Completeness /Gaps	No known gaps

Schedule Item Number	24
Retention	Work orders associated with equipment: Retain for the life of the equipment plus 5 years, then destroy. Work orders that are not associated with equipment: Retain for 5 years, then destroy.
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Infrastructure Reference Materials (Line Maintenance)	Page 25 of 26
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Record Series Content	Blueprints of water mains and sewer lines throughout the county.
Record Series Function	Reference materials for the maintenance and repair of water mains and sewer lines.
Organization/ Arrangement	Unique numerical identification for scanned pages, then by Department of Planning and Growth Management project number, location, and description
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic (Note: The County is transitioning to electronic plan submission, which will eliminate paper copies.)
Volume (file drawers, gigabytes, etc.)	Paper: Temporarily stored in boxes until a quality control review of the scan is complete. The number of boxes varies. Electronic: 433.00 gigabytes.
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: Temporarily stored in boxes until a quality control review of the scan is complete. The number of boxes varies. Electronic: 2.00 gigabytes
Current Location	Paper: Utilities Division Offices Electronic: County file server
Audit Requirements	No known audit requirements
Date Span	Electronic: 1959 to present
Completeness /Gaps	No known gaps

Schedule Item Number	25
Retention	Paper: Scan to Maryland State Archives standards. Store paper until scan passes quality control review, then destroy. Electronic: Retain until updated or superseded, then destroy. (Note: The County is transitioning to electronic plan submission, which will eliminate paper copies.)
Justification for Permanent Retention	Not applicable

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C-1449 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Cross Connection Control Files	Page 26 of 26
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Record Series Content	Backflow test reports for commercial and residential customers, hydrant meter rental agreements, hydrant meter repair and calibration, backflow testers credentials, and general files.
Record Series Function	Cross Connection Control related documents regarding the efforts to avoid the actual or potential contamination of the water distribution system via illegal connections to non-potable water or other sources of potential contamination.
Organization/Arrangement	Alphabetical and chronological. General folders are organized alphabetically. More specific folders with the general folder are organized by date.
Indexing System	Not applicable
Restrictions (Law or Regulation Citation)	No known restrictions
Formats (paper, electronic, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	Paper: 9 file drawers Electronic: 1.18 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Paper: less than one file drawer Electronic: 0.25 gigabyte
Current Location	Paper: Utilities Division Offices Electronic: County file servers
Audit Requirements	May be subject to audit by the Maryland Department of the Environment.
Date Span	Paper: 2012 to present Electronic: 2015 to present
Completeness /Gaps	No known gaps

Schedule Item Number	26
Retention	Retain for 7 years or until material has no further administrative, fiscal, legal, or operational value, whichever is later, then destroy.
Justification for Permanent Retention	Not applicable