

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	C-1450
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### Agency Information

Department / Agency	Charles County Government
Division / Unit	Public Works/Facilities
Mission Statement/Link to division/unit website	<a href="https://www.charlescountymd.gov/government/public-works-facilities">https://www.charlescountymd.gov/government/public-works-facilities</a>

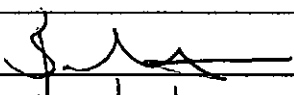
### Schedule Information

Supersedes Schedule(s)	C-1153
Amends Schedule(s)	

### Preparer Information

Name of Preparer	Amanda Windsor
Title of Preparer	Department of Public Works Project and Program Manager
Preparer Email Address	<a href="mailto:windsora@charlescountymd.gov">windsora@charlescountymd.gov</a>
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	

OCT 15 2020

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## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

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### Schedule Information

Supersedes Schedule(s)	C-1153
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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	<a href="mailto:windsora@charlescountymd.gov">windsora@charlescountymd.gov</a>
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	<i>Timothy D. Bal</i>
Date	7-29-2020

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: General Correspondence (All Divisions)</b>	<b>Page 1 of 24</b>
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<b>Record Series Content</b>	Correspondence including original incoming letters, outgoing letters, and memorandums.
<b>Record Series Function</b>	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.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 3 drawers and 11 folders Electronic: 39.50 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	Paper: 3/16/95 to present Electronic: 2019 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	1
<b>Retention</b>	Retain for 1 year 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.
<b>Justification for Permanent Retention</b>	Not applicable

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Budget Files (All Divisions)</b>	<b>Page 2 of 24</b>
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<b>Record Series Content</b>	Proposed budget, approved budget, and budget transfer requests for general, enterprise, and capital project funds.
<b>Record Series Function</b>	Document the fiscal year budget process from request to approval as well as any amendments to the budget during the fiscal year.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 1/3 of a drawer and 1 binder Electronic: 129.00 kilobytes; unable to estimate data stored on New World System (vendor provided software)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	2014 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	2
<b>Retention</b>	Retain for 5 years, then destroy. Files integral to other series are retained to the retention for that series.
<b>Justification for Permanent Retention</b>	Not applicable

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(To be completed by DGS/Records Management Division)

**Records Series Title: Fiscal Year Expenses (All Divisions)**

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<b>Record Series Content</b>	Invoices, purchase orders, and check requests and/or spreadsheets which list the amounts from those documents.
<b>Record Series Function</b>	Document and track expenses incurred during the fiscal year to ensure amounts do not exceed the budget.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 7 binders Electronic: 919.04 megabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	Paper: 9/10/2014 to present Electronic: 2016 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	3
<b>Retention</b>	Retain for 3 years, then destroy. Files integral to other series are retained to the retention for that series.
<b>Justification for Permanent Retention</b>	Not applicable

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Requisitions (All Divisions)</b>	<b>Page 4 of 24</b>
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<b>Record Series Content</b>	Requisitions (written requests to procure goods and services).
<b>Record Series Function</b>	Document requisitions when required prior to the purchase of the goods or services to ensure purchases are made in accordance with applicable procurement policies and procedures.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 17 binders Electronic: 10.71 megabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	Paper: 5/15/18 to present Electronic: 2018 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	4
<b>Retention</b>	Retain for 1 year, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Time and Attendance Files (All Divisions)</b>	<b>Page 5 of 24</b>
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<b>Record Series Content</b>	Timecards, timesheets, and leave requests for employees.
<b>Record Series Function</b>	Document hours earned and leave used by employees.
<b>Organization/ Arrangement</b>	Alphabetical and chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	29 boxes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	9 boxes
<b>Current Location</b>	Division Offices and Inventory Warehouse
<b>Audit Requirements</b>	May be subject to internal or external audit.
<b>Date Span</b>	2016 to present
<b>Completeness /Gaps</b>	No known gaps

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

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**Records Series Title: Payroll Reports (All Divisions)**

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<b>Record Series Content</b>	Payroll reports generated by the payroll module in the financial management system.
<b>Record Series Function</b>	Summarize hours worked for the pay period.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	4 boxes and 7 folders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 boxes and 3 file folders
<b>Current Location</b>	Division Offices and Inventory Warehouse
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	2016 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	6
<b>Retention</b>	Retain for 2 years, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Employee Personnel Records (All Divisions)</b>	<b>Page 7 of 24</b>
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<b>Record Series Content</b>	Employee performance evaluations, training certificates, awards, and disciplinary actions. <b>** NOTE:</b> The official employee personnel records are maintained by the Charles County Government Department of Human Resources. <b>**</b>
<b>Record Series Function</b>	Document employment history of Department of Public Works employees for use and reference by the Department of Public Works.
<b>Organization/ Arrangement</b>	Alphabetical
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	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.
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	10 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Administration Office and Division Offices
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	Records for all current employees and employees who left county employment within the last 3 years.
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	7
<b>Retention</b>	Retain for 3 years after termination, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title: Performance Measures (All Divisions)</b>	<b>Page 8 of 24</b>
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<b>Record Series Content</b>	Reports and supporting documentation related to performance measures of programs and operations.
<b>Record Series Function</b>	Document the collection, analysis, and reporting of information related to performance measures.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 3 files Electronic: 819.62 kilobytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	2016 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	8
<b>Retention</b>	Retain for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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**Records Series Title: Policies and Procedures (All Divisions)**

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<b>Record Series Content</b>	Standard operating procedures or other policies and procedures.
<b>Record Series Function</b>	Document expectations for conducting operations and executing programs.
<b>Organization/ Arrangement</b>	Policy title or number and chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 4 binders and 1 folder Electronic: 8.10 megabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	1990 to present
<b>Completeness /Gaps</b>	No known gaps

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

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**Records Series Title: Division Manuals (All Divisions)**

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<b>Record Series Content</b>	Division manuals, such as operating manuals.
<b>Record Series Function</b>	Document instructions for employees to perform their duties correctly and efficiently.
<b>Organization/ Arrangement</b>	Chronological and alphabetical
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 4 binders Electronic: 8.10 megabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	1/12/1999 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	10
<b>Retention</b>	Retain until updated or superseded, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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**Schedule No. C-1450**

(To be completed by DGS/Records Management Division)

**Records Series Title: Inventory Records and Reports (Fleet & Inventory Management Division)**

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<b>Record Series Content</b>	Month-end and year-end reports and related supporting documentation such as inventory listings and adjustments prepared by the Fleet & Inventory Division.
<b>Record Series Function</b>	Document the types and quantities of inventory items issued and the costs associated with those items.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 5 file drawers and 10 boxes Electronic: unable to estimate data stored on Computerized Fleet Analysis (vendor provided software)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Paper: varies Electronic: unable to estimate data stored on Computerized Fleet Analysis (vendor provided software)
<b>Current Location</b>	Paper: Division Offices and Inventory Warehouse Electronic: County file servers
<b>Audit Requirements</b>	May be subject to internal or external audit.
<b>Date Span</b>	2016 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	11
<b>Retention</b>	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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<b>Records Series Title: Vehicle and Equipment Maintenance and Repair Records (Fleet &amp; Inventory Management Division)</b>	<b>Page 12 of 24</b>
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<b>Record Series Content</b>	Repair orders, reports, or other documentation that records maintenance and repair to county vehicles and equipment maintained by the Fleet & Inventory Division.
<b>Record Series Function</b>	Document the maintenance and repair performed for vehicles and equipment.
<b>Organization/Arrangement</b>	Vehicle or equipment number
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 14 file drawers and 60 boxes Electronic: unable to estimate data stored on Computerized Fleet Analysis (vendor provided software)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Paper: varies Electronic: unable to estimate data stored on Computerized Fleet Analysis (vendor provided software)
<b>Current Location</b>	Paper: Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	1978 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	12
<b>Retention</b>	Retain for the life of the vehicle or equipment plus 1 year, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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**Records Series Title: Fuel Reports (Fleet & Inventory Management Division)**

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<b>Record Series Content</b>	Monthly fuel consumption reports with allocation to proper account.
<b>Record Series Function</b>	Document fuel used by specific vehicles, equipment, and/or departments.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 4 file drawers and 6 boxes Electronic: unable to estimate data stored on Fuelmaster (vendor provided software)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Paper: varies Electronic: unable to estimate data stored on Fuelmaster (vendor provided software)
<b>Current Location</b>	Paper: Division Offices and Inventory Warehouse Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	2016 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	13
<b>Retention</b>	Retain for 2 years, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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<b>Records Series Title: Building Files (Buildings &amp; Trades Division)</b>	<b>Page 14 of 24</b>
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<b>Record Series Content</b>	Contracts, leases, and architect drawings for buildings managed by the Buildings & Trades Division.
<b>Record Series Function</b>	Document pertinent information to effectively manage the building and fulfil any legal obligations related to the building.
<b>Organization/Arrangement</b>	Building name
<b>Indexing System</b>	Not Applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 2 drawers Electronic: 72 terabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Paper: 1/16 of a drawer Electronic: 2 terabytes
<b>Current Location</b>	Paper: Building & Trades Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	1975 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	14
<b>Retention</b>	Retain contracts and leases for the life of the contract or lease plus 2 years, then destroy. Retain remainder until superseded or life of building plus one year, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable



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(To be completed by DGS/Records Management Division)

**Records Series Title: Maintenance Records  
(Buildings & Trades Division)**

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<b>Record Series Content</b>	Work orders and supporting documentation for maintenance activities contracted or performed by the Buildings & Trades Division.
<b>Record Series Function</b>	Document daily maintenance activities to ensure preventive and corrective maintenance is performed.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Electronic: 6.00 gigabytes (total for Infor Enterprise Asset Management System which is used by multiple Department of Public Works divisions)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Electronic: 553,594.00 kilobytes (total for Infor Enterprise Asset Management System which is used by multiple Department of Public Works divisions)
<b>Current Location</b>	County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	2018 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	15
<b>Retention</b>	Retain for 2 years, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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**Records Series Title: Tool Inventory (Buildings & Trades Division)**

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<b>Record Series Content</b>	Inventory of tools assigned to the Buildings & Trades Division employees.
<b>Record Series Function</b>	Document the employee that is responsible for possessing or maintaining a tool.
<b>Organization/ Arrangement</b>	Employee name
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	987 kilobytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	197 kilobytes
<b>Current Location</b>	County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	2018 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	16
<b>Retention</b>	Retain until updated, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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**Records Series Title: Sign Requests (Roads Division)**

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<b>Record Series Content</b>	Work requests completed by the Roads Division to make signs for buildings or roads.
<b>Record Series Function</b>	Document work performed by the sign shop including the labor and material costs associated with work requests.
<b>Organization/Arrangement</b>	Chronological and by location
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	2 folders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Roads Division Offices
<b>Audit Requirements</b>	Not known audit requirements
<b>Date Span</b>	4/15/2014 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	17
<b>Retention</b>	Retain for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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

**Schedule No. C-1450**

(To be completed by DGS/Records Management Division)

**Records Series Title: Road Maintenance (Roads Division)**

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<b>Record Series Content</b>	Work orders related to overlay, slurry seal, line striping, shoulder, or other roads maintenance contracted or performed by the Roads Division.
<b>Record Series Function</b>	Document materials used for and costs associated with the maintenance of roads.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Electronic and paper
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 1 folder Electronic: ≈500 kilobytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Roads Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	Paper: 7/19/2016 to 10/28/2019 Electronic: 10/29/19 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	18
<b>Retention</b>	Retain for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title: Bridge and Drainage Maintenance Work (Roads Division)</b>	<b>Page 19 of 24</b>
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<b>Record Series Content</b>	Work orders related to bridge and maintenance work contracted or performed by the Roads Division.
<b>Record Series Function</b>	Document supplies used for and costs associated with bridge and drainage maintenance work.
<b>Organization/Arrangement</b>	Chronological and by location of work performed
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 8 boxes Electronic: unable to estimate data stored on Cartegraph (vendor provided software)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Paper: varies Electronic: unable to estimate data stored on Cartegraph (vendor provided software)
<b>Current Location</b>	Paper: Roads Division Offices and Inventory Warehouse Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	Paper: 1989 to 2009 Electronic: 2009 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	19
<b>Retention</b>	Retain for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Vehicle and Equipment Information (Environmental Resources Division)</b>	<b>Page 20 of 24</b>
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<b>Record Series Content</b>	Repair manuals, inspections, work orders, fuel information, safety cards, serial numbers, locations, etc. for vehicles and equipment maintained by Environmental Resources. Also, includes shop tools inventory and shop equipment inventory.
<b>Record Series Function</b>	Document maintenance and repair of vehicles and equipment; fuel used by specific vehicles, equipment, or the division; and who is responsible for possessing and maintaining tools and equipment.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 12 drawers and 1 box Electronic: unable to estimate data stored on Computerized Fleet Analysis (vendor provided software)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Paper: varies Electronic: unable to estimate data stored on Computerized Fleet Analysis (vendor provided software)
<b>Current Location</b>	Environmental Resources Division Offices at Waldorf Landfill
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	1997 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	20
<b>Retention</b>	Retain for the life of the vehicle or equipment plus 1 year, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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

**Schedule No. C-1450**

(To be completed by DGS/Records Management Division)

**Records Series Title: Recycling Operations  
(Environmental Resources Division)**

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<b>Record Series Content</b>	Letters, permits, tonnage figures, hazardous waste information, material recycling information, and information required for the compilation of recycling reports or surveys which may include data related to scrap metal, glass, aluminum cans, newspaper, and transfer station logs. Files also include recycling cart inventory and roll off box inventory.
<b>Record Series Function</b>	Document recycling information to monitor the effectiveness and efficiency of recycling operations and ensure compliance with applicable laws and regulations.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 5 drawers Electronic: 6.00 gigabytes (total for Infor Enterprise Asset Management System which is used by multiple Department of Public Works divisions); 22.7 gigabytes for files not maintained in Infor Enterprise Asset Management System
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Paper: varies Electronic: 553,594.00 kilobytes (total for Infor Enterprise Asset Management System which is used by multiple Department of Public Works divisions); 4.54 gigabytes for files not maintained in Infor Enterprise Asset Management System
<b>Current Location</b>	Paper: Environmental Resources Division Offices at Waldorf Landfill Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	2015 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	21
<b>Retention</b>	Retain for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	Not applicable

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

**Schedule No. C-1450**

(To be completed by DGS/Records Management Division)

**Records Series Title: Pisgah Landfill Records  
(Environmental Resources Division)**

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<b>Record Series Content</b>	Surveys, reports, maintenance, monitoring, and general information regarding the Pisgah Landfill.
<b>Record Series Function</b>	Document Pisgah Landfill information to monitor the effectiveness and efficiency of landfill operations and ensure compliance with applicable laws and regulations.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 11 boxes Electronic: 3.12 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Environmental Resources Division Offices at the Waldorf Landfill and Inventory Warehouse Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	1974 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	22
<b>Retention</b>	Retain for the life of the landfill and post closure monitoring plus 5 years, then destroy. Post closure is normally a 30-year period after landfill closure during which landfill owners/operators conduct monitoring and maintenance activities to preserve the integrity of the disposal system and continue to prevent or control releases of contaminants from the disposal units.
<b>Justification for Permanent Retention</b>	Not applicable



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

**Schedule No. C-1450**

(To be completed by DGS/Records Management Division)

**Records Series Title: Waldorf Landfill Records  
(Environmental Resources Division)**

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<b>Record Series Content</b>	Waldorf Landfill records include invoices paid, tonnage reports, figures, customer records, leachate reports, other various reports, surveys, and regulations pertinent to landfill operations.
<b>Record Series Function</b>	Document Waldorf Landfill information to monitor the effectiveness and efficiency of landfill operations and ensure compliance with applicable laws and regulations.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 42 boxes Electronic: unable to estimate data stores on Paradigm and Auto Scale (vendor provided software); 507 megabytes for files not maintained on Paradigm and Auto Scale
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Environmental Resources Division Offices at Waldorf Landfill and Inventory Warehouse Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	1994 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	23
<b>Retention</b>	Retain for the life of the landfill and post closure monitoring plus 5 years, then destroy. Post closure is normally a 30-year period after landfill closure during which landfill owners/operators conduct monitoring and maintenance activities to preserve the integrity of the disposal system and continue to prevent or control releases of contaminants from the disposal units.
<b>Justification for Permanent Retention</b>	Not applicable

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C-1450</b> <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title: Solid Waste Records (Environmental Resources Division)</b>	<b>Page 24 of 24</b>
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<b>Record Series Content</b>	Letters, reports, minutes, and policies pertinent to solid waste operations for the Pisgah Landfill and Waldorf Landfill.
<b>Record Series Function</b>	Document Pisgah Landfill and Waldorf Landfill solid waste information to monitor the effectiveness and efficiency of solid waste operations and ensure compliance with applicable laws and regulations.
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	Not applicable
<b>Restrictions (Law or Regulation Citation)</b>	No known restrictions
<b>Formats (paper, electronic, etc.)</b>	Paper and electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Paper: 4 drawers Electronic: 1.48 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies
<b>Current Location</b>	Paper: Environmental Resources Division Offices Electronic: County file servers
<b>Audit Requirements</b>	No known audit requirements
<b>Date Span</b>	1974 to present
<b>Completeness /Gaps</b>	No known gaps

<b>Schedule Item Number</b>	24
<b>Retention</b>	Retain for the life of the landfill and post closure monitoring plus 5 years, then destroy. Post closure is normally a 30-year period after landfill closure during which landfill owners/operators conduct monitoring and maintenance activities to preserve the integrity of the disposal system and continue to prevent or control releases of contaminants from the disposal units.
<b>Justification for Permanent Retention</b>	Not applicable