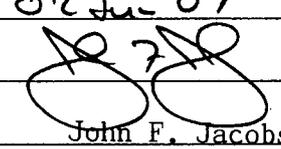


Agency City of Salisbury	Division/Unit Public Works - Wastewater Treatment
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ITEM NO.	DESCRIPTION	RETENTION
1.	Construction Records. -Plans, vendors, builders, correspondence, instruction manuals, invoices, etc.	Retain until equipment is no longer in service, then destroy.
2.	Completed projects. -Invoices, correspondence, purchase orders, stock requisitions, applications for the alteration of any flood plan, U.S. Corps of Engineer's drawings, wetlands license, bid spread sheets, nonhazardous waste manifest, tank removal abandonment final report, report of investigations.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3.	Maryland State Board of Plumbing Licenses. -Copies of plumbing licenses issued by the State of Maryland.	Retain until updated or superseded, then destroy.
4.	Computer Reports. -Equipment master list, warehouse items list, inventory cross-reference, commodity code list, full inventory list, facility standard task list elements, wastewater billing register.	Retain until equipment is no longer in service, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 02 Dec 07

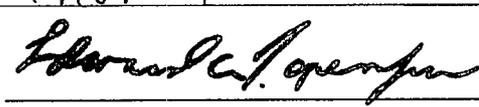
SIGNATURE 

TYPE NAME John F. Jacobs

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 29 Nov 07

SIGNATURE 

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency City of Salisbury	Division/Unit Public Works - Wastewater Treatment	
ITEM NO.	DESCRIPTION	RETENTION
5.	Master Plans/As-built Drawings. –Drawings, subdivisions, postal maps, construction drawings, primary plant drawings, shop.	Permanent. Transfer periodically to the Maryland State Archives.
6.	Computerized NPDES Permit Reports	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
7.	Wastewater - Plumbing Inspection Reports.	Retain for the duration of the facility discharge permit, then destroy.
8.	Inspection Reports - Property. –Site plans, wastewater plumbing inspection report, plumbing permit application, certification, building permit application, correspondence. (Originals to Building, Permits & Inspections)	Retain for 1 year, then destroy.
9.	Plumbing Permits. (Originals to Building, Permits & Inspections)	Retain for 1 year, then destroy.
10.	Flow Reports. –Service area flow reports, wastewater plumbing inspection report by service area, plumbing permit.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
11.	Maryland State Motor Fuel Tax Reports. –Copy of checks, correspondence, special fuel users/sellers tax return, diesel users worksheet, fuel report information sheet, etc. (Originals to Finance.)	Retain 1 year, then destroy.

Agency		Division/Unit
City of Salisbury		Public Works - Wastewater Treatment
ITEM NO.	DESCRIPTION	RETENTION
12.	Budget information. –Budgets for plant(s) and department operating budget.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
13.	Safety Programs. –Forklift operators, drivers,, fire protection, hazardous materials, disaster relief, etc.	Retain until updated or superseded, then destroy.
14.	Master Sewer Plan. –Plant information, map of wastewater sewer plans, release of easement, wastewater overflow reports, policies, projects, invoices, purchasing, sludge lagoon, sludge farms, lab reports, correspondence, capital improvement, payroll, Human Resources, Risk Management Forms, Finance, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
15.	Employee Time Sheets. (Originals to Finance).	Retain 1 year, then destroy.
16.	Chemical Information List. –Contact person, title, phone no., common name (chemical), chemical name, work area, date. Chemical use inventory, Material Safety Data Sheets (MSDS).	Retain 40 years, then destroy.
17.	Equipment plans, primary expansion. –Drawings, materials list, technical data, piping system specifications-pumps, feed system, technical manuals, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency	Division/Unit	
City of Salisbury	Public Works - Wastewater Treatment	
ITEM NO.	DESCRIPTION	RETENTION
18.	Plant Sludge Lagoon(s)/Earth Data. -Sewer calls, invoices sent, attendance summary, utilization sludge permit, site drawings, correspondence.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
19.	Lab. - Specifications, site drawings - Brochures, equipment list, furniture delivery tickets, purchase request quotations, work orders, bill of lading, etc.	Retain for 5 years, then destroy. Retain for 1 year, then destroy.
20.	Lab Reports/Water Plant. -State performance reports, H ₂ O reports, correspondence, inorganic/organic monitoring reports, operator logs, chlorides, various city/state/county reports, lab quality control, master records, worksheets, etc.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
21.	Reports/Wastewater. -Test BODs, self-monitoring reports, suspended solids test, lab reports, correspondence, reports from various water treatment plants (if applicable), worksheets.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
22.	Equipment Records. -Parts catalogs, service reports, inventory, instruction manuals, correspondence, etc.	Retain until equipment is no longer in service, then destroy.
23.	Permits. -National Discharge Elimination System (NPDES) Federal program, State Discharge Permits issued by Maryland Office of the Environment, sludge disposal permits, etc.	Screen annually. Maintain as required by NPDES discharge and biosolids permits. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Agency		Division/Unit
City of Salisbury		Public Works - Wastewater Treatment
ITEM NO.	DESCRIPTION	RETENTION
24.	Ledger Books/Log Books (Journals). –Shows where various wastewater/water/biosolids samples were collected, date and time and by whom (Handwritten), Log books showing nitrate test and results by date, drinking water tests log books, etc.	Retain for 5 years, then destroy. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
25.	Atomic Absorb.-Lab Equipment. –Quality control, raw data from tests performed, various metals-handwritten test results, equipment provides printout of test results.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
26.	State of Maryland MDE-Water Supply Program. –Bacteriological monitoring report, field record-drinking water report, inorganic self-monitoring report. Test and reports are completed for various water plants, businesses, county and towns (if applicable).	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
27.	Treatment Plant - BOD Tests (Wastewater). –Worksheets, inorganic self-monitoring report, order for supplies or service, drinking water report.	Retain for 5 years. Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.