DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2125

Agency: MD Dept. of Environment Division/Unit: Wastewater Permits Program

Item No.	Description	Retention
	Notes: Item 6 supercedes MDE Records Schedule 1260. Item 1, 2 & 5 supercedes MDE Records Schedule 1474. Items 3, 4 & 7 were not previously identified in any MDE Records Schedules.	
1	Administrative Files: A) Administrative Correspondence B) Personnel Files C) Timesheets D) Budgets for Program E) Delegation Agreements F) Policies and Guidance Documents G) Contested Case Files H) Public Participation Files (Public Hearing Notice/Request/Record)	RETAIN FOR: A) Five (5) Years B) Three (3) Years C) Three (3) Years D) Three (3) Years E) Until Superceded F) Until Superceded G) Five (5) Years after conclusion of case H) Five (5) Years after public hearing THEN DESTROY.
2	State Discharge Permit Files: File contains plans, support documents, and permits that authorize the discharge of sanitary and/or industrial wastewater to groundwater.	RETAIN for five (5) years after facility is closed. THEN DESTROY.

Scheduled Approved by Department, Agency, or Division Representative.
Date
Signature Robert M. Summers
Typed Name: Robert M. Summers
Title: Director

Schedule Authorized by State Archivist
Date AUG 2 2 2001
Signature Edward C. Papenfuse

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** **(Continuation Sheet)**	**Schedule No.** 2125 **Page 2 of 3**

Agency: MD Dept. of Environment Division/Unit: Wastewater Permits Program

Item No.	Description	Retention
3	<u>National Pollutant Discharge Elimination System (NPDES) State Discharge Permit Files:</u> File contains plans, support documents and permits that authorize the discharge of industrial and/or sanitary wastewater to surface waters. File contains flow allocation tables for municipal wastewater treatment plants.	RETAIN for five (5) years after latest permit issuance date. THE DESTROY.
4	<u>Toxic Materials Permits:</u> File contains plans, support documentation and permits authorizing the use of toxic materials in State waters for the control of aquatic life.	RETAIN until no longer needed by agency, THEN DESTROY.
5	<u>Innovative & Alternative Septic System Files:</u> File contains: A) Individual project files which contains reports, plans, and grant information for certain I/A septic systems; and B) Counties grant files, which contains the Memorandums of Understanding with counties for I/A program implementation.	A) RETAIN by Agency until property connected to public sewer or I/A septic system replaced, THEN DESTROY. B) RETAIN by Agency until program discontinued, THEN DESTROY.
6	<u>Well Construction Permit Files:</u> File contains permits and well construction information.	RETAIN paper records until completion report submitted. THEN microfilm (or CD image). RETAIN microfilm until no longer needed for current business. TRANSFER microfilm to MD State Archives for permanent retention.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (Continuation Sheet)	**Schedule No.** 2125 **Page 3 of 3**

Agency: MD Dept. of Environment Division/Unit: Wastewater Permits Program

Item No.	Description	Retention
7	Pretreatment Program Files:	
	A) Publicly owned treatment works development files that contain report submissions, sewer use ordinance, industrial waste surveys.	A) RETAIN by Agency until superceded. THEN DESTROY.
	B) Publicly owned treatment works Program Implementation Files, that contain:	B) 1) RETAIN by Agency until superceded. THEN DESTROY.
	1) Enforcement Response Plans. Local Limits Development Files, Pretreatment Delegation Agreements; and,	2) RETAIN by Agency until no longer needed for current business.
	2) Significant Industrial User Files, Quarterly Reports, Treatment Plant Data Files, Compliance Inspection Files, Audit Files, Compliance Summaries, and Special Studies.	
	C) State Issued Wastewater Contribution Permit Files that contain permits, compliance reports, inspection reports, plans and support documentation.	C) RETAIN by Agency for five (5) years, THEN DESTROY.
	D) Publicly Owned Treatment Works chemical testing study plans and result files that contain information about chemicals.	D) RETAIN by Agency until no longer needed, THEN DESTROY.
	E) Pretreatment Program Guidance Files that contain guidance documents.	E) RETAIN by Agency until no longer needed, THEN DESTROY.

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	AGENCY RECORDS INVENTORY Page 1 of 1

1. **DEPARTMENT/AGENCY** ENVIRONMENT	2. **DIVISION** WATER MANAGEMENT ADMIN.	3. **UNIT** WASTEWATER PERMITS PRGM.

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Administrative Files	5. **EARLIEST YEAR / LATEST YEAR** 1990 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Files include correspondence-general; personnel records; copies of timesheets; budget documents and records; delegation agreements; Program policies and guidance documents; contested case records; public participation records and documents.

The purpose of this Series is to provide documentation of any and all administrative functions (originals or copies) associated with Program's activities.

7. RECORD SERIES FORMAT(S)

- ✓ Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify)
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- ✓ Alphabetical
- Numerical
- ✓ Chronological (time sheets)
- Geographical
- Other (Specify)

9. VOLUME

✓ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
20 Number Other (Specify)

10. ANNUAL ACCUMULATION

✓ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
2 Number Other (Specify)

11. FILE IS USED

✓ Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Varies Number Month(s) ✓ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2500 Broening Hwy.; Baltimore MD 21224

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

✓ Yes ---Partially ; in Personnel and Budget No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes ✓ No

16. AUDIT REQUIREMENTS

None ✓ State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ✓ No

RECOMMENDED RETENTION

Retain until superceded; or until employee leaves; but not less than 3 years; then destroy.

19. **NAME AND TITLE OF PREPARER**	20. **TELEPHONE NUMBER**	21. **DATE**
Eric Dougherty, Geologist	410-631-3797	10 April 2001

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	AGENCY RECORDS INVENTORY Page 1 Of 1

1. **DEPARTMENT/AGENCY** ENVIRONMENT	2. **DIVISION** WATER MANAGEMENT ADMIN.	3. **UNIT** WASTEWATER PERMITS PROGRAM

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Well Construction Files	5. **EARLIEST YEAR / LATEST YEAR** 1945 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Well Construction Permit Records consist of the well construction permit, the detailed completion report filed by the well driller, correspondence, and all other documents concerning the permitted drilling of water wells

The purpose of this series is to provide documentation on permitted wells drilled in Maryland and how the well was drilled.

7. RECORD SERIES FORMAT(S)

- ✓ Letter Size
- ✓ Microfilm
- Legal Size
- Computer Tape
- Bound Book
- Floppy Disk
- Audio Tape
- Video Tape
- Other (Specify)

8. RECORD SERIES SEQUENCE

- Alphabetical
- ✓ Numerical (2nd)
- Chronological
- Geographical
- Other (Specify) ----------
  By County, then by number

9. VOLUME

- ✓ File Drawer(s)
- ✓ Microfilm Reel(s)**
- Computer Tape(s)
- 53 Other (Specify)
  Number

**260+/- microfilm reels

10. ANNUAL ACCUMULATION

- ✓ File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- 2.5 Other (Specify)
  Number

11. FILE IS USED

✓ Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

NEVER Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2500 Broening Hwy., Baltimore MD 21224

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes ✓ No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes ✓ No

16. AUDIT REQUIREMENTS

None ✓ State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

✓Yes—by County, then numerical No

RECOMMENDED RETENTION

Retain records by agency, then microfilm (or CD image) and submit to Archives.

19. **NAME AND TITLE OF PREPARER**	20. **TELEPHONE NUMBER**	21. **DATE**
Eric Dougherty, Geologist	410-631-3797	10 April 2001

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	AGENCY RECORDS INVENTORY Page 1 of 1

1. **DEPARTMENT/AGENCY** ENVIRONMENT	2. **DIVISION** WATER MANAGEMENT ADMIN.	3. **UNIT** WASTEWATER PERMITS PROGRAM

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Innovative and Alternative (I/A) Septic System Files	5. **EARLIEST YEAR / LATEST YEAR** 1986 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

A.) Individual Project Files that contain reports, plans, copies of permits, correspondence, and grant data for selected septic systems.

B.) County Grant Files that contain Memos of Understanding with individual counties for program implementation.

The purpose of this Series is to provide documentation for implementation of the Innovative and Alternative Septic System Program in Maryland.

7. **RECORD SERIES FORMAT(S)**		8. **RECORD SERIES SEQUENCE**	9. **VOLUME**
✓ Letter Size	Microfilm	✓ Alphabetical	✓ File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size	Computer Tape	Numerical	22 Number Other (Specify)
Bound Book	Floppy Disk	Chronological	**10. ANNUAL ACCUMULATION**
Audio Tape	Video Tape	Geographical	✓ File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Other (Specify)		Other (Specify)	<1 Number Other (Specify)

11. **FILE IS USED**	12. **FILE BECOMES INACTIVE AFTER**
Daily ✓ Weekly Monthly	Varies Number Month(s) ✓ Year(s)
13. **CURRENT LOCATION(S)** (Bldg., Floor, Room) 2500 Broening Hwy., Baltimore MD 21224	14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office) Yes ✓ No
15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs Yes ✓ No	16. **AUDIT REQUIREMENTS** None ✓ State Federal Independent
17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware) Yes ✓ No	**RECOMMENDED RETENTION** Retain project files until I/A Program is discontinued; or property is connected to a public sewer; or I/A System has been replaced; then destroy.

19. **NAME AND TITLE OF PREPARER**	20. **TELEPHONE NUMBER**	21. **DATE**
Eric Dougherty, Geologist	410-631-3797	10 April 2001

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	AGENCY RECORDS INVENTORY Page 1 Of 1

1. **DEPARTMENT/AGENCY** ENVIRONMENT	2. **DIVISION** WATER MANAGEMENT ADMIN.	3. **UNIT** WASTEWATER PERMITS PROGRAM

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** Toxic Materials Permits	5. **EARLIEST YEAR / LATEST YEAR** 1970 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

These files contain permits, applications, forms, correspondence, reports, and all other documentation needed for issuance of this permit.

The purpose of this Series is to provide documentation of all permit-writing activities resulting in the issuance of this permit.

7. RECORD SERIES FORMAT(S)

Letter Size	Microfilm
✓ Legal Size	Computer Tape
Bound Book	Floppy Disk
Audio Tape	Video Tape
Other (Specify)	

8. RECORD SERIES SEQUENCE

- Alphabetical
- ✓ Numerical
- Chronological
- Geographical
- Other (Specify)

9. VOLUME

✓ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Number Other (Specify)

10. ANNUAL ACCUMULATION

✓ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
<1 Number Other (Specify)

11. FILE IS USED

✓ Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Varies Number Month(s) ✓ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2500 Broening Hwy.; Baltimore MD 21224

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes ✓ No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes ✓ No

16. AUDIT REQUIREMENTS

None ✓ State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ✓ No

RECOMMENDED RETENTION

Retain until no longer needed by the agency, then destroy.

19. **NAME AND TITLE OF PREPARER**	20. **TELEPHONE NUMBER**	21. **DATE**
Eric Dougherty, Geologist	410-631-3797	10 April 2001

DGS 550-4 (Revised 1/93) -- MDE

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	AGENCY RECORDS INVENTORY Page 1 of 1

1. **DEPARTMENT/AGENCY** ENVIRONMENT	2. **DIVISION** WATER MANAGEMENT ADMIN.	3. **UNIT** WASTEWATER PERMITS PROGRAM

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** National Pollutant Discharge Elimination System (NPDES)—Surface Water Discharge Permit Files	5. **EARLIEST YEAR / LATEST YEAR** 1970 TO PRESENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Files contain NPDES discharge permits for sanitary and industrial discharge to surface waters of the State. Files contain plans, applications, correspondence, forms, notes, reports, summaries, draft permits, flow allocation tables, federal forms and documents, and all associated documentation for this permitting activity.

The purpose of this Series is to provide documentation of all permit-writing activities for issuance of this permit.

7. RECORD SERIES FORMAT(S)

Letter Size	Microfilm
✓ Legal Size	Computer Tape
Bound Book	Floppy Disk
Audio Tape	Video Tape
Other (Specify)	

8. RECORD SERIES SEQUENCE

- Alphabetical
- ✓ Numerical
- Chronological
- ✓ Geographical
- Other (Specify)

9. VOLUME

✓ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
107 Other (Specify)
Number

10. ANNUAL ACCUMULATION

✓ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
2 Other (Specify)
Number

11. FILE IS USED

✓ Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Varies Month(s) ✓ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2500 Broening Hwy., Baltimore MD 21224

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes ✓ No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes ✓ No

16. AUDIT REQUIREMENTS

None ✓ State ✓ Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ✓ No

RECOMMENDED RETENTION

Retain for five (5) years after latest permit issuance date, then destroy.

19. **NAME AND TITLE OF PREPARER**	20. **TELEPHONE NUMBER**	21. **DATE**
Eric Dougherty, Geologist	410-631-3797	10 April 2001

DGS 550-4 (Revised 1/93) -- MDE

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	AGENCY RECORDS INVENTORY Page 1 of 1

1. **DEPARTMENT/AGENCY** ENVIRONMENT	2. **DIVISION** WATER MANAGEMENT ADMIN.	3. **UNIT** WASTEWATER PERMITS PROGRAM

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE** State Discharge Permit Files	5. **EARLIEST YEAR / LATEST YEAR** 1970 TO PRESENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Files contain state discharge permits for sanitary and industrial discharge to groundwater. Files contain plans, applications, correspondence, notes, reports, summaries, draft permits, and all associated documentation for this permitting activity.

The purpose of this Series is to provide documentation of all Grounwater permit-writing activities for issuance of this permit.

7. **RECORD SERIES FORMAT(S)**		8. **RECORD SERIES SEQUENCE**	9. **VOLUME**
Letter Size	Microfilm	Alphabetical	✓ File Drawer(s)
✓ Legal Size	Computer Tape	✓ Numerical	Microfilm Reel(s) Computer Tape(s)
Bound Book	Floppy Disk	Chronological	24 Other (Specify) Number
Audio Tape	Video Tape	Geographical	**10. ANNUAL ACCUMULATION**
Other (Specify)		Other (Specify)	✓ File Drawer(s) Microfilm Reel(s) Computer Tape(s) 1 Other (Specify) Number

11. **FILE IS USED**	12. **FILE BECOMES INACTIVE AFTER** Facility closes or ceases discharge.
✓ Daily Weekly Monthly	Varies Month(s) ✓ Year(s) Number
13. **CURRENT LOCATION(S)** (Bldg., Floor, Room) 2500 Broening Hwy.; Baltimore MD 21224	14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office) Yes ✓ No
15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs Yes ✓ No	16. **AUDIT REQUIREMENTS** None ✓ State Federal Independent
17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware) Yes ✓ No	**RECOMMENDED RETENTION** Retain for five (5) years after facility closes, then destroy.

19. **NAME AND TITLE OF PREPARER**	20. **TELEPHONE NUMBER**	21. **DATE**
Eric Dougherty, Geologist	410-631-3797	10 April 2001

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	AGENCY RECORDS INVENTORY Page 1 Of 1

1. **DEPARTMENT/AGENCY** ENVIRONMENT	2. **DIVISION** WATER MANAGEMENT ADMIN.	3. **UNIT** WASTEWATER PERMITS PRGM.

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Pretreatment Program Files

5. EARLIEST YEAR / LATEST YEAR
1990 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

Files include report submissions; inspection reports; permits; delegation agreements; plans; special studies; surveys; guidance documents; audit files; compliance summaries; data reports; correspondence and all related documentation associated with this regulated activity.

The purpose of this Series is to provide documentation of all regulatory activities associated with pretreatment requirements for these facilities.

7. RECORD SERIES FORMAT(S)

Letter Size	Microfilm
✓ Legal Size	Computer Tape
Bound Book	Floppy Disk
Audio Tape	Video Tape
Other (Specify)	

8. RECORD SERIES SEQUENCE

- ✓ Alphabetical
- ✓ Numerical
- Chronological
- Geographical
- Other (Specify)

9. VOLUME

✓ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
20 Number Other (Specify)

10. ANNUAL ACCUMULATION

✓ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Number Other (Specify)

11. FILE IS USED

✓ Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Varies Number Month(s) ✓ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2500 Broening Hwy; Baltimore MD 21224

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes ✓ No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes ✓ No

16. AUDIT REQUIREMENTS

None ✓ State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ✓ No

RECOMMENDED RETENTION

Retain until superceded; or no longer needed by the agency; or for five (5) years; then destroy.

19. **NAME AND TITLE OF PREPARER**	20. **TELEPHONE NUMBER**	21. **DATE**
Eric Dougherty, Geologist	410-631-3797	10 April 2001

DGS 550-4 (Revised 1/93) -- MDE