

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

Schedule No. 2157

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Agency

Department of the Environment

Division/Unit

Water Management Admin- Board of Sanitarians

Item No.

Description

Retention

1

**SUPERSEDES SCHEDULE 1225, Approved 12/12/90**

PENDING LICENSE APPLICATIONS

These records concern applications to the Board that are pending because they do not yet include all of the information required for a "complete" application. These records may include application forms, correspondence between the Board and the applicant, original transcripts from the applicant's college or university, employment verification letters submitted on the applicant's behalf, notes and telephone messages.

Retain the current 5-year records in the office file cabinets. Annually review files, remove and destroy all records concerning applications that have been pending for five years.

2

CERTIFICATE HOLDERS FILES

These records concern individuals who hold an active or expired certificate of eligibility for obtaining employment (COE) or an active or expired current sanitarian-in-training (SIT) certificate from the Board. These records may include application forms, correspondence between the Board and the applicant, original transcripts from the applicant's college or university, employment verification letters submitted on the applicant's behalf, the Board's application review sheet, copies of the certificates issued by the Board, examination invitation letters, applications and results, notes and telephone messages.

Retain the current 5-year records in the office file cabinets. Annually review files, remove and destroy all records concerning certificates that expired more than five years prior to the review date.

Scheduled Approved by Department, Agency, or Division Representative.

Date 10/26/01

Signature *Robert M. Summers*

Typed Name Robert M. Summers

Title Director, WMA

Schedule Authorized by State Archivist

NOV 26 2001

Date

Signature

*Edward C. Papenfuss Jr*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 2157

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Agency  
 Department of the Environment

Division/Unit: Water Management Admin  
 Board of Environmental Sanitarians

| Item No. | Description  | Retention  |
|----------|--|--|
| 3        | <p><u>LICENSE HOLDERS' FILES</u></p> <p>These records include individuals who hold either a current or expired license from the Board. A license holder's record could include the individual's application for a sanitarian license, correspondence between the Board and the license holder, original transcripts from the individual's college or university, employment verification letters submitted on the applicant's behalf, the Board's application review sheet, copies of the certificates that the Board issued to the license holder, examination invitation letters, examination applications and examination results, the license holder's request for an initial license, applications for license renewal, information about training that the license holder completed to qualify for license renewal, information about any disciplinary action that the Board has taken against the individual, notes and telephone messages.</p> | <p>Retain records in the office file cabinets. Annually review files, remove and destroy all records concerning licenses that expired more than ten years prior to the review date. The recommended retention period reflects the fact that a license may be reinstated for an indefinite period after it has expired.</p>   |
| 4        | <p><u>TRAINING PROGRAM AND CONTINUING ED</u></p> <p>These records include information about individual training programs that have been proposed as acceptable continuing education for license holders, and information that license holders have submitted to show that they have met the continuing education requirement for license renewal.</p> <p>The former records include applications for training program approval, agendas and other information about training programs, correspondence between the Board and the applicant, notes and telephone messages.</p> <p>The latter records include certificates, training completion cards, rosters and other forms of written verification that the license holder has submitted to show that the continuing education requirement for license renewal has been satisfied.</p>  | <p>Retain the current two-year records in the office file cabinets. After the first State audit that follows the end of a two-year licensing period, review files, remove and destroy all records except those that concern training programs that are likely to be repeated in the future. Retain repeat training records for five years from the first date of the training.</p> |

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 2157

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Agency  
 Department of the Environment

Division/Unit: Water Management Admin  
 Board of Environmental Sanitarians

| Item # . | Description  | Retention  |
|----------|--|--|
| 5        | <u>ADMINISTRATIVE FILES.</u> These records include:  |  |
| a.       | <b>Examination records-</b> copies of official examination results from the testing service, copies of contracts for examination services, correspondence between the Board and the examination service, telephone messages and notes. | Retain in office file cabinets. Review files annually, remove and destroy all records more than ten years old (15 years for official exam results).  |
| b.       | <b>Board member's records-</b> appointment letter from the Governor, expense reimbursement requests, correspondence between the member and the Board, telephone messages and notes.  | Retain in office file cabinets. Review files annually, remove records of members whose terms expired > 1 year previous. Transfer appointment letter and other, correspondence to the member's license folder (if applicable), destroy all other documents. |
| c.       | <b>Timekeeping records-</b> time sheets, medical slips from health care providers and leave cards  | Retain in office file cabinets. Review files annually, remove and destroy records that are more than five years old.   |
| d.       | <b>General correspondence-</b> letters between the Board and individuals who have requested general information about sanitarian licensing.  | Retain in office file cabinets. Review files annually, remove and destroy records that are more than three years old.  |
| e.       | <b>Fiscal records-</b> daily and monthly reconciliation reports concerning monies received by the Board.   | Retain in office file cabinets. Review files annually, remove and destroy records that are more than five years old.   |
| f.       | <b>Official Board meeting minutes</b>  | Retain permanently, transfer periodically to the State Archives  |
| g.       | <b>Board Disciplinary Actions-</b> correspondence between the Board and those involved in the disciplinary action, legal documents drafted by the Board, hearing transcripts, internal memos, telephone messages and notes.            | Retain in locked office file cabinet for 10 years after conclusion of action, 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 5

**1. DEPARTMENT/AGENCY ENVIRONMENT**

**2. DIVISION WATER MANAGEMENT ADMIN**

**3. UNIT BOARD OF ENVIRONMENTAL SANITARIANS**

**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 :** PENDING LICENSE APPLICATIONS

**5. EARLIEST YEAR / LATEST YEAR**

1996 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 records concern applications to the Board that are pending because they do not yet include all of the information required for a "complete" application. These records may include application forms, correspondence between the Board and the applicant, original transcripts from the applicant's college or university, employment verification letters submitted on the applicant's behalf, notes and telephone messages.

**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)  
 Other (Specify)  
0.5  
 Number

**10. ANNUAL ACCUMULATION**

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify)  
<0.5  
 Number

**11. FILE IS USED-** an individual record may be used

Daily      Weekly      Monthly

**12. FILE BECOMES INACTIVE AFTER**

12       Month(s)      Year(s)  
 Number

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
 MDE Baltimore Central Office, first floor

**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  
 FOIA, PIA and Educational Rights and Privacy Act of 1974

**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 the current 5-year records in the office file cabinets. Annually review files, remove and destroy all records concerning applications that have been pending for five years.

**19. NAME AND TITLE OF PREPARER**  
 Douglas H. John, Board Administrator

**20. TELEPHONE NUMBER**

(410) 631-3597

**21. DATE** October 18, 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

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**1. DEPARTMENT/AGENCY ENVIRONMENT**

**2. DIVISION WATER MANAGEMENT ADMIN**

**3. UNIT BOARD OF ENVIRONMENTAL SANITARIANS**

**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 : LICENSE HOLDERS' FILES**

**5. EARLIEST YEAR / LATEST YEAR**

1969 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 records include individuals who hold either a current or expired license from the Board. A license holder's record could include the individual's application for a sanitarian license, correspondence between the Board and the license holder, original transcripts from the individual's college or university, employment verification letters submitted on the applicant's behalf, the Board's application review sheet, copies of the certificates that the Board issued to the license holder, examination invitation letters, examination applications and examination results, the license holder's request for an initial license, applications for license renewal, information about training that the license holder completed to qualify for license renewal, information about any disciplinary action that the Board has taken against the individual, notes and telephone messages.

**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)  
Other (Specify)  
5  
Number

**10. ANNUAL ACCUMULATION**

File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
<0.5  
Number

**11. FILE IS USED-** an individual record may be used:

Daily      Weekly      Monthly

**12. FILE BECOMES INACTIVE** if the license holder does not renew the license every two years.

Month(s)      Year(s)  
          
Number

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
MDE Baltimore Central Office, first floor

**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  
FOIA, PIA and Educational Rights and Privacy Act of 1974

**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 records in the office file cabinets. Annually review files, remove and destroy all records concerning licenses that expired more than ten years prior to the review date. The recommended retention period reflects the fact that a license may be reinstated for an indefinite period after it has expired.

**19. NAME AND TITLE OF PREPARER**  
Douglas H. John, Board Administrator

**20. TELEPHONE NUMBER**

(410) 631-3597

**21. DATE** October 18, 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

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**1. DEPARTMENT/AGENCY ENVIRONMENT**

**2. DIVISION WATER MANAGEMENT ADMIN**

**3. UNIT BOARD OF ENVIRONMENTAL SANITARIANS**

**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**

1969 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 records include:

**Examination records-** copies of official examination results from the testing service, copies of contracts for examination services, correspondence between the Board and the examination service, telephone messages and notes.

**Board member's records-** such as appointment letter from the Governor, expense reimbursement requests, correspondence between the member and the Board, telephone messages and notes.

**Timekeeping records-** time sheets, medical slips from health care providers and leave cards

**General correspondence-** correspondence between the Board and individuals who have requested general information about sanitarian licensing.

**Fiscal records-** daily and monthly reconciliation reports concerning monies received by the Board.

**Board meeting minutes-** official minutes as approved by the Board.

**Disciplinary actions-** correspondence between the Board and those involved in the disciplinary action, legal documents drafted by the Board, hearing transcripts, internal memos, telephone messages and notes.

**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)  
Other (Specify)  
1.2  
Number

**10. ANNUAL ACCUMULATION**

File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
0.2  
Number

**11. FILE IS USED-** an individual record may be used:

Daily      Weekly      Monthly

**12. FILE BECOMES INACTIVE** N/A

Number      Month(s)      Year(s)

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
MDE Baltimore Central Office, first floor

**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  
FOIA and PIA

**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**

Per Records Retention and Disposal Schedule for each type of record in this record series.

**19. NAME AND TITLE OF PREPARER**

Douglas H. John, Board Administrator

**20. TELEPHONE NUMBER**

(410) 631-3597

**21. DATE** October 18, 2001