

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

Schedule No. 2163

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Agency: Water Management Administration

Division/Unit: Nonpoint Source Program

Item No.	Description	Retention
01	<p><u>Nonpoint Source Program Administrative Files:</u> These records contain the documents of the day-to-day administrative program activities not related to the technical missions of the individual divisions. Administrative files contain letter and legal sized documents and computer printouts including: state vehicle fleet files; material and service purchase orders; cash receipts; expense account records; budget data; grant data; inventory records; time sheets and leave cards; personnel records (including PEP records); all other documents relating to the daily administrative activities of the Program.</p>	<p>These documents represent copies of records maintained elsewhere in the Department. Copies are kept in this office for the convenience of the Program staff. Maintain latest three years of files in the Program office. Review annually and dispose of earliest year via recycling if appropriate or in the trash.</p>
02	<p><u>State Water Quality Advisory Committee Files:</u> This Program provides staff support for SWQAC. Currently SWQAC's records are housed with this program: This series of records contains letter and legal sized correspondence and minutes</p>	<p>The historical significance of the committee's work necessitates maintaining the records for an extended period of time. Retain minutes and related documents permanently, transferring them periodically to the State Archives. Maintain all other SWQAC documents 30 years. Periodically transfer these records to Jessup. Destroy these records (non minutes records) that are 30 years old.</p>

Scheduled Approved by Department, Agency, or Division Representative.
 Date 11/12/01
 Signature *Robert M. Summers*
 Typed Name Robert M. Summers
 Title Administration Director

Schedule Authorized by State Archivist
 Date *Edward C. [Signature]*
 Signature DEC 14 2001

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

Schedule No. 2163

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Agency: **Water Management Administration**

Division/Unit: **Nonpoint Source**

Item No.	Description	Retention
03	<p><u>Referral Letters (Water Management Administration Director, MDE Secretary, Governor):</u> Correspondence from citizens, legislature and other sources to the director, secretary or governor is often referred to the Program for follow up investigation and written response. Current MDE policy makes the responding unit responsible for maintaining the record.</p>	<p>Maintain latest three years of files in the Program office. Review annually and dispose of earliest year via recycling if appropriate or in the trash.</p>
04	<p><u>Publications Masters:</u> This series contains the master drafts of Program Publications. These publications are distributed stakeholders and periodically have to be replaced.</p>	<p>Maintained for as long as individual master is valid. Dispose of via recycling as publication becomes obsolete.</p>

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 DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.	2. DIVISION: Water Management Adm.	3. UNIT: Nonpoint Source Program
4. RECORDS SERIES TITLE: Nonpoint Source Program Administrative Files		5. EARLIEST YEAR / LATEST YEAR 1998 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). This series contains the documents of the day-to-day administrative program activities not related to the technical missions of the individual divisions. Administrative files contain letter and legal sized documents and computer printouts including: state vehicle fleet files; material and service purchase orders; cash receipts; expense account records; budget data; grant data; inventory records; time sheets and leave cards; personnel records (including PEP records); all other documents relating to the daily administrative activities of the Program. The purpose of these records is to document the day-to-day operations of the Nonpoint Source Program and provide convenient access to the records.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input checked="" type="checkbox"/> Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)	9. VOLUME 12 File Drawer(s) Microfilm Reel(s) Computer Tape(s) <u>2 boxes</u> Other (Specify) Number 10. ANNUAL ACCUMULATION <u>1/2 to 1</u> File Drawer(s) Microfilm Reel(s) Computer Tape(s) <u>1/2 box</u> Other (Specify) Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER Three Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Highway, Build 30, first floor, NPS Prg	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes AEAS (timesheets, personnel records etc) No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No	RECOMMENDED RETENTION Maintain latest three years of files in the Program office. Review annually and dispose of earliest year via recycling if appropriate or in the trash.	
19. NAME AND TITLE OF PREPARER H. Frederick Jones, Jr.	20. TELEPHONE NUMBER 410 631 3563	21. DATE September 5, 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 Adm.**

3. UNIT: **Nonpoint Source 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 Water Quality Advisory Committee Files**

5. EARLIEST YEAR / LATEST YEAR
1980 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).
State Water Quality Advisory Committee Files: This Program provides staff support for SWQAC. Currently SWQAC's records are housed with this program: This series of records contains letter and legal sized correspondence and minutes

This series of records document the activities of the committee.

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

6 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify)

 Number

10. ANNUAL ACCUMULATION

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

 Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Thirty (Minutes are permanent) Month(s) Year(s)

 Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Build 30, first floor, NPS Prg

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes No

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

Yes **Public Information Act** 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

The historical significance of the committee's work necessitates maintaining the records for an extended period of time. Retain minutes and related documents permanently, transferring them periodically to the State Archives. Maintain all other SWQAC documents 30 years. Periodically transfer these records (non minutes records) to Jessup and have destroyed after 30 years.

19. NAME AND TITLE OF PREPARER
H. Frederick Jones, Jr.

20. TELEPHONE NUMBER
410 631 3563

21. DATE
October 19, 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 Adm.	3. UNIT: Nonpoint Source 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: Referral Letters	5. EARLIEST YEAR / LATEST YEAR 1995 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). Referral Letters (Water Management Administration Director, MDE Secretary, Governor): Correspondence from citizens, legislature and other sources to the director, secretary or governor is often referred to the Program for follow up investigation and written response. Current MDE policy makes the responding unit responsible for maintaining the record. The records in this series document MDE's response to stakeholders.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input type="text" value="one"/> File Drawer(s) <input type="text"/> Microfilm Reel(s) <input type="text"/> Computer Tape(s) <input type="text"/> Specify) _____ Number 10. ANNUAL ACCUMULATION <input type="text" value="one-half"/> File Drawer(s) <input type="text"/> Microfilm Reel(s) <input type="text"/> Computer Tape(s) <input type="text"/> Other (Specify) _____ Number
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <input type="text" value="Three"/> _____ Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Highway, Build 30, first floor, NPS Prg	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input checked="" type="checkbox"/> Yes Public Information Act <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Word List <input type="checkbox"/> No	RECOMMENDED RETENTION: Maintain latest three years of files in the Program office. Review annually and dispose of earliest year via recycling if appropriate or in the trash.	
19. NAME AND TITLE OF PREPARER H. Frederick Jones, Jr.	20. TELEPHONE NUMBER 410 631 3563	21. DATE September 5, 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 DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.	2. DIVISION: Water Management Adm.	3. UNIT: Nonpoint Source Program
4. RECORDS SERIES TITLE: Publications Masters		5. EARLIEST YEAR / LATEST YEAR N/A TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). This series contains the master drafts of Program Publications and consists of letter sized, multi-paged documents. These publications are distributed to stakeholders and are periodically duplicated in house. This series allows maintenance of a constant and consistent supply of information for distribution to stakeholders.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME One File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10. ANNUAL ACCUMULATION None File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number
11. FILE IS USED Daily <input checked="" type="checkbox"/> Weekly Monthly	12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) N/A Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Highway, Build 30, first floor, NPS Prg	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No	RECOMMENDED RETENTION Maintained for as long as individual master is valid. Dispose of via recycling as publication becomes obsolete.	
19. NAME AND TITLE OF PREPARER H. Frederick Jones, Jr.	20. TELEPHONE NUMBER 410 631 3563	21. DATE September 5, 2001