

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

Schedule No. 2168

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Agency
Department of the Environment

Division/Unit
Water Management Admin-Board of Well Drillers

Item
 No.

Description

Retention

1

SUPERSEDES SCHEDULE 1000, Approved 10/84

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 initial licensure. These records may include application forms, correspondence between the Board and the applicant, employment verification letters submitted on the applicant's behalf, examination invitation letters and exam results, notes and telephone messages.

Retain the current 2-year records in the office file cabinets. Annually review files, remove and destroy all records concerning applications that have been pending for two years.

2

LICENSE HOLDERS FILES

These records concern individuals who hold an active, inactive, or expired license from the Board. These records may include application for a well driller license, correspondence between the Board and the applicant, 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 and exam results, applications for license renewal, information about any disciplinary action that the Board has taken against the individual, notes and telephone messages.

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

Scheduled Approved by Department, Agency,
 or Division Representative.

Date 12/21/01

Signature Robert M. Summers /VFK

Typed Name Robert M. Summers

Title Director, WMA

Schedule Authorized by State Archivist

JAN 30 2002

Date _____

Signature _____

Edward C. Papenfuss

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

Schedule No. 2168

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Agency
Department of the Environment

Division/Unit:
Water Management Admin-Board of Well Drillers

Item No.	Description	Retention
3	<p><u>TRAINING AND CONTINUING EDUCATION</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. Within 6 months following the last two-year license renewal 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. 2168

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Agency
Department of the Environment

Division/Unit:
Water Management Admin-Board of Well Drillers

Item # .	Description	Retention
4	<u>ADMINISTRATIVE FILES</u> These records include:	
a.	Examination records- copies of examinations, study guides, and notes.	Retain in office file cabinets. Review files annually, remove and destroy all records that are more than ten years old.
b.	Board member's records- 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 and destroy all documents.
c.	Timekeeping records- 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.	General correspondence- letters between the Board and individuals who have requested general information about licensure.	Retain in office file cabinets. Review files annually, remove and destroy records that are more than three years old.
e.	Fiscal records- 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.	Official Board meeting minutes	Retain permanently, transfer periodically to the Maryland State Archives.
g.	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.	Retain non-legal materials until conclusion of action, then destroy. Retain legal documents for an additional five years, 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

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1. DEPARTMENT/AGENCY
ENVIRONMENT

2. DIVISION
WATER MANAGEMENT ADMIN.

3. UNIT
BOARD OF WELL DRILLERS

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

1999 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 initial licensure. These records may include application forms, correspondence between the Board and the applicant, employment verification letters submitted on the applicant's behalf, examination invitation letters and exam results, 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)
1
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 2-year records in the office file cabinets. Annually review files, remove and destroy all records concerning applications that have been pending for 2 years.

19. NAME AND TITLE OF PREPARER

Willie M. Everett, Board Administrator

20. TELEPHONE NUMBER

(410) 631-3644

21. DATE

September 25, 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 WELL DRILLERS

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 : TRAINING PROGRAM AND CONTINUING EDUCATION FILES

5. EARLIEST YEAR / LATEST YEAR

June 2001 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 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.

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.

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 have been satisfied.

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)
0.25
 Number
 Other (Specify)

10. ANNUAL ACCUMULATION

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
0.125
 Number
 Other (Specify)

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

Daily Weekly Monthly

12. FILE BECOMES INACTIVE (at the end of the two-year licensing period)

2 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 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

Retain the current two-year records in the office file cabinets. Within 6 months following the last 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.

19. NAME AND TITLE OF PREPARER

Ile M. Everett, Board Administrator

20. TELEPHONE NUMBER

(410) 631-3644

21. DATE

September 25, 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 WELL DRILLERS

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, copies of examination s and study guide, 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 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- copies of complaints, 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.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify)</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify)</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)</p> <p><u>1.2</u> Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)</p> <p><u>0.2</u> Number</p>
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<p>11. FILE IS USED- an individual record may be used:</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. FILE BECOMES INACTIVE N/A</p> <p>Number Month(s) Year(s)</p>
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<p>13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE Baltimore Central Office, first floor</p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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<p>15. ACCESS RESTRICTIONS If yes, cite law(s) & regs</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>FOIA and PLA</p>	<p>16. AUDIT REQUIREMENTS</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<p>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>RECOMMENDED RETENTION</p> <p>Per Records Retention and Disposal Schedule for each type of record in this record series.</p>
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<p>19. NAME AND TITLE OF PREPARER</p> <p>lie M. Everett, Board Administrator</p>	<p>20. TELEPHONE NUMBER</p> <p>(410) 631-3644</p>	<p>21. DATE</p> <p>September 25, 2001</p>
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