<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PIA (Public Information Act) Files</td>
<td>Retain for 1 year, and then destroy.</td>
</tr>
</tbody>
</table>

PIA files include requests from stakeholders for access to information under the Public Information Act. These records include responses to requesters as to the availability of files for review.

Schedule Approved by Department, Agency, or Division Representative:
- Date: 8-1-12
- Signature: [Signature]
- Typed Name: Samantha Kappelman
- Title: Director, Office of Communications

Schedule Authorized by State Archivist:
- Date: 9-7-12
- Signature: [Signature]
**Instructions** – Type or print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

<table>
<thead>
<tr>
<th>DEPARTMENT OF GENERAL SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECORDS MANAGEMENT DIVISION</td>
</tr>
<tr>
<td>7275 Waterloo Road, P.O. Box 275</td>
</tr>
<tr>
<td>Jessup, Maryland 20794</td>
</tr>
<tr>
<td>410-766-1800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGENCY RECORDS INVENTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAGE 1 OF 1</td>
</tr>
</tbody>
</table>

1. Department/Agency:
   Maryland Department of the Environment

2. Division:
   Office of the Secretary

3. Unit:
   Office of Communications

**DEFINITION RECORD SERIES:** A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title:
   Public Information Act (PIA) Files

5. Earliest Year/Latest Year:
   2011 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
   The PIA files include requests from stakeholders for access to information under the Public Information Act. These records include responses to requesters as to the availability of files for review.

7. Record Series Format(s) List all:
   - Letter Size
   - Microfilm
   - Legal Size
   - Computer Tape
   - Audio Tape
   - Floppy Disk
   - Bound Book
   - Video Tape
   - Other (specify)

8. Record Series Sequence:
   - Alphabetical
   - Numerical
   - Chronological
   - Geographical
   - Other (specify)

9. Volume:
   2

10. Annual Accumulation:
    2

11. File is Used:
    - Daily
    - Weekly
    - Monthly
    - Annually

12. File Becomes Inactive After:
    - Month(s)
    - Year(s)

13. Current Location(s) (Building, Floor, Room):
    7th Floor, 1800 Washington Blvd., Baltimore

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
    - Yes [X]
    - No [ ]

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
    - Yes [X]
    - No [ ]

16. Audit Requirements:
    - None [X]
    - State [ ]
    - Federal [ ]
    - Independent [ ]

17. Is an Index System used? If yes, explain briefly and describe requirements
    - Yes [X]
    - No [ ]
    - An Oracle database captures all PIA records.

18. Recommended Retention:
    One year, then destroy.

19. Name and Title of Preparer:
    Samantha Kappalman

20. Telephone Number:
    410-537-3003

21. Date:
    08/13/12