

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

Schedule No. 2719

Page 1 of 1

Agency: **Water Management Administration**  
*This schedule supercedes schedule #2160*

Division/Unit: **Sediment, Stormwater, and  
 Dam Safety Program, Dam Safety Division**

Item No.	Description	Retention
1	Dam Files: Files contain records of dam construction, inspection, correspondence, engineering plans, repair or modification records and emergency action plans. Files include videotapes, pictures, floppy disks and large bound engineering analyses. Purpose is to have access to important records necessary to assure the safety of dams.	Permanent Transfer annually to Maryland State Archives
2	Permit Files: Files contain applications for construction, repair or modification of dams or ponds. They also include engineering plans, evaluations, photos, inspection forms, as-built plans and correspondence. Purpose is to retain records of permit processing, design and as constructed dams and ponds for repair and modifications.	30 years Retain 30 years then destroy
3	Small Pond Files: Files contain summary sheet and pond approval forms from the Soil Conservation Districts after they approve a small pond under Environment Article 5-503(b). Purpose is for future use of records for engineering studies, repair or modification.	30 years Retain 30 years then destroy

Scheduled Approved by Department, Agency, or Division Representative.

Date 9/2/15  
 Signature *Brian S. Cleverger*  
 Typed Name Brian Cleverger  
 Title Program Manager

Schedule Authorized by State Archivist

Date 12-17-15  
 Signature *Timothy D. Boh*

<b>INSTRUCTIONS</b> –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  Page <b>1</b> of <b>3</b>	
<b>1. DEPARTMENT/AGENCY: Environment</b>		<b>2. DIVISION: Water Management Adm.</b>		<b>3. UNIT: SSDS Program</b>	
<b>DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORDS SERIES TITLE: <i>Dam Safety Files</i></b>				<b>5. EARLIEST YEAR / LATEST YEAR</b>  <b>1934 TO Present</b>	
<b>6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).</b> <b>Files contain records of Dam construction, inspection, correspondence, engineering plans, repairs or modification records and emergency action plans. Files include video tapes, pictures, disks, and large bound engineering analysis. Purpose of the series is to have access to critical records necessary to assure the safety of dams in Maryland.</b>					
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size      Computer Tape  <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk  Audio Tape <input checked="" type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (Specify) <i>plans, database, maps</i>		<b>8. RECORD SERIES SEQUENCE</b>  Alphabetical  <input checked="" type="checkbox"/> Numerical  Chronological  Geographical  Other (Specify)		<b>9. VOLUME</b>  30      File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number	
				<b>10. ANNUAL ACCUMULATION</b>  2      File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number	
<b>11. FILE IS USED</b>  Daily      Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  _____      Month(s)      Year(s) Never Number			
<b>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</b> <b>1800 Washington Blvd, Baltimore, MD</b> <b>21230 Suite 440 – 4<sup>th</sup> Floor 4106</b>		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b>  Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS If yes, cite law(s) &amp; regs</b>  <input checked="" type="checkbox"/> Yes <b>PIA / FOIA</b> No		<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None      State      Federal      Independent			
<b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)</b>  Yes <input checked="" type="checkbox"/> No		<b>RECOMMENDED RETENTION</b> <b>Records are so critical that they are considered permanent.</b>			
<b>19. NAME AND TITLE OF PREPARER</b> <b>Brian Clevenger, Program Manager,</b> <b>SSDSP</b>		<b>20. TELEPHONE NUMBER</b> <b>410.631.3554</b>		<b>21. DATE</b> <b>September 22, 2014</b>	

<b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  Page <u>2</u> of <u>3</u>	
1. DEPARTMENT/AGENCY: <b>Environment</b>		2. DIVISION: <b>Water Management Adm.</b>		3. UNIT: <b>SSDS Program</b>	
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: <b>Dam Safety Permit Files</b>				5. EARLIEST YEAR / LATEST YEAR <b>1986 TO Present</b>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). <b>Files include applications for construction, repair or modification of dams or ponds. They also include engineering plans, evaluations , photos, inspection forms, as-built plans and correspondence. Purpose is to retain records of permit processing, design and as constructed dams and ponds for repairs and modifications.</b>					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input checked="" type="checkbox"/> Letter Size      Microfilm  <input type="checkbox"/> Legal Size      Computer Tape  <input checked="" type="checkbox"/> Bound Book      Floppy Disk  <input type="checkbox"/> Audio Tape      Video Tape  <input checked="" type="checkbox"/> Other (Specify) <u>plans, database</u>		<input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify)		<input type="checkbox"/> 15      File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) Number	
				10. ANNUAL ACCUMULATION	
				<input type="checkbox"/> 4      File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) Number	
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER			
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<input type="checkbox"/> <u>5</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <b>1800 Washington Blvd, Baltimore, MD 21230 Suite 440 - 4<sup>th</sup> Floor 4106</b>		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		16. AUDIT REQUIREMENTS			
<input checked="" type="checkbox"/> Yes <b>PIA / FOIA</b> No		<input checked="" type="checkbox"/> None      State      Federal      Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)		RECOMMENDED RETENTION <b>30 years and destroy</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
19. NAME AND TITLE OF PREPARER <b>Brian Clevenger, Program Manager, SSDSP</b>		20. TELEPHONE NUMBER <b>410.631.3554</b>		21. DATE <b>September 22, 2014</b>	

<b>INSTRUCTIONS</b> –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page <u>3</u> of <u>3</u>
<b>1. DEPARTMENT/AGENCY: Environment</b>	<b>2. DIVISION: Water Management Adm.</b>	<b>3. UNIT: SSDS Program</b>
<b>DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
<b>4. RECORDS SERIES TITLE: <i>Small Pond Files</i></b>	<b>5. EARLIEST YEAR / LATEST YEAR</b>  <b>1954 TO Present</b>	
<b>6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).</b> <b>Files include summary sheets and approval of ponds approved by local Soil Conservation Districts (SCDs). Purpose is for use of records for engineering studies, repair or modification.</b>		
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size      Microfilm  Legal Size      Computer Tape  <input checked="" type="checkbox"/> Bound Book      Floppy Disk  Audio Tape      Video Tape  Other (Specify)	<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical  Numerical  Chronological  Geographical  Other (Specify)	<b>9. VOLUME</b>  <u>4</u> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number  <b>10. ANNUAL ACCUMULATION</b>  <u>1/2</u> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number
<b>11. FILE IS USED</b>  Daily      Weekly <input checked="" type="checkbox"/> Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>5</u> Month(s) <input checked="" type="checkbox"/> Year(s) _____ Number	
<b>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</b> <b>1800 Washington Blvd, Baltimore, MD</b> <b>21230 Suite 440 – 4<sup>th</sup> Floor 4106</b>	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b>  Yes <input checked="" type="checkbox"/> No	
<b>15. ACCESS RESTRICTIONS If yes, cite law(s) &amp; regs</b>  <input checked="" type="checkbox"/> Yes <b>PIA / FOIA</b> No	<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None      State      Federal      Independent	
<b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)</b>  Yes <input checked="" type="checkbox"/> No	<b>RECOMMENDED RETENTION 30 years and destroy.</b>	
<b>19. NAME AND TITLE OF PREPARER</b> <b>Brian Clevenger, Program Manager,</b> <b>SSDSP</b>	<b>20. TELEPHONE NUMBER</b> <b>410.631.3554</b>	<b>21. DATE</b> <b>September 22, 2014</b>