

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

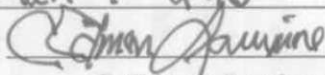
Schedule No. 2743

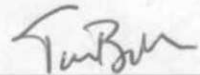
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Agency MDE Land Management Administration

Division/unit: Mining Program

Item No.	Description	Retention
1	<p>Bureau of Mines Permitting Files: These files contain maps, engineering drawings water quality data and narratives pertaining to each coal mining operation.</p>	<p>Retain files for (10) years and then transfer to Maryland State Archives.</p>

Schedule Approved by Department,
 Agency or Division representative
 Date Mar. 1 - 2016
 Signature 
 Typed Name C. Edmon Larrimore
 Title Program Manager

Schedule Authorized by State Archivist
 Date 5-24-16
 Signature 

DHMH Instructions - Make a list of all files. Determine whether each is non-record, record material or both. Group into Record Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records Officer thru your Records Coordinator.

DEPARTMENT OF GENERAL SERVICES
 STATE RECORDS CENTER
 7275 WATERLOO ROAD
 P.O. BOX 275
 JESSUP, MARYLAND 20794
 (410) 799-1379

DHMH RECORDS INVENTORY

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1. Department/Agency

DEPT OF THE ENVIRONMENT

2. Office/Administration/Board

Land Management Administration

3. Division/Unit or Section

Mining Program - Bureau of Miens

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

Bureau of Mines Permitting Files

5. Earliest Year/Latest Year

1965 to current

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 files contain permits, modifications, renewals, transfers, mining applications, mining and reclamation reports, general correspondence, copies of bonds and bond releases, annual reports and maps, projection maps, completion reports and maps and inspection reports.

7. Record Series Format(s) List all

Paper: Letter Size Film / tape: Film/Slides Electronic: Kept on Hard Drive (35mm, etc)
 Legal Size Microfilm/ Computer Tape Microfiche
 Rolls Audio Tape Floppy Disk
 Bound Book Video Tape CD,DVD,etc
 Card Other (specify) _____

8. Record Series Sequence

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

File Drawer(s)
 Microfilm Reel(s)
500 Computer Tape(s)
 Number Other (specify)

10. Annual Accumulation

File Drawer(s)
 Microfilm Reel(s)
15 Computer Tape(s)
 Number Other (specify)

11. File is Used Daily Weekly Monthly Annually

12. File Becomes inactive After never Month(s)
 Number Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Rifle Range

14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.)

Yes No Agency/ Format _____

15. Privacy / Access Restrictions Yes No

Personal Medical Proprietary Classified Other _____
 (If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements None Internal OIG
 Legislative Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes No By Permit number

18. Recommended Retention: In Office And in Storage (Each Format)

Forever

19. Name and Title of Preparer

John Carey, director - Bureau of Mines

20. Location: Frostburg

Telephone Number# 301-689-1442

Room #

21. Date

August 25, 2011

E-mail address: jcarey@mde.state.md.us

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u>2</u> of <u>2</u>	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Land Management Administration		3 UNIT Bureau of Mines	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Bureau of Mines Permitting Files				5 EARLIEST YEAR/LATEST YEAR <u>1977</u> TO <u>present</u>	
6 INPUT - Identify source of information to be entered Files submitted by coal companies			7 OUTPUT - Identify the use/s of information generated by system permits		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This information is used, often many years later to evaluate environmental conditions at the time the site was mined. These files contain maps, engineering drawing, water quality data, and narratives pertaining to each coal mining operation.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The Bureau of Mines has a copy and access to the permitting files. The information contained within the electronic files is public information which is made available upon request.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM The information is updated monthly and/or on a quarterly basis					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. These items are kept on the H drive on the MDE electronic network Mde21 H:\					
12 RECOMMENDED RETENTION Forever					
13 TYPED OR PRINTED NAME OF PREPARER Blake Erin Pritts		14 TELEPHONE NUMBER 301-689-1441		15 DATE February 29, 2016	
16 TITLE OF PREPARER Administrative Specialist II					
DGS 550-6 (rev. 10/12)					