

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

Schedule No. C-932

Page 1 of 1

Agency Howard Soil Conservation District

Division/Unit

Item No.	Description	Retention
	<p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will be transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or Division Representative

Date 8/21/01

Signature Sharon Marlaet

Type Name SHARON MARLAET

Title DISTRICT MANAGER

Schedule Authorized by State Archivist

Date SEP 13 2001

Signature Edward C. Pappas

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

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Page 1 of 1

Agency Howard Soil Conservation District

Division/Unit

Item No.	Description	Retention
1.	Administration and Budget Correspondence, agreements, file retention, memorandums Budget and purchase documents	Retain in office as long as administratively valuable, then discard Retain for 5-years, then discard
2.	Howard Soil Conservation District Board Minutes, Reports, Sign-up sheets	Retain permanently, transfer periodically to the Maryland State Archives
3.	Farm (Cooperator) Plans Plans, documents, agreements	Retain permanently, transfer periodically to the Maryland State Archives
4.	Subdivision/Grading Plans - No Ponds Plans, documents, correspondence	Retain for 5 years, then discard
5.	Subdivision/Grading Plans - With Ponds Plans, documents, correspondence	Retain CD permanently, transfer periodically to the Maryland State Archives
6.	Pond As-builts Plans, documents, correspondence	Retain CD permanently, transfer periodically to the Maryland State Archives

Approved by Department, Agency, or Division Representative
 Date 8/21/01
 Signature Sharon Maurice
 Type Name SHARON MAURICE
 Title DISTRICT MANAGER

Schedule Authorized by State Archivist
 Date SEP 13 2001
 Signature Edward C. Papenfuss

Instructions - Type or Print a separate form for each new 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 <u>1</u> of <u>1</u>	
1. DEPARTMENT/AGENCY Howard Soil Conservation District	2. DIVISION N/A	3. UNIT N/A	
DEFINITION - Records Series - A group of related records normally files and used as a unit for reference as well as retention and disposition purposes.			
4. RECORD SERIES TITLE 1. Administration and Budget		5. EARLIEST YEAR/LATEST YEAR 1945 TO 2001	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series: Purpose: To store official correspondence, file retention, agreements, MOU's and contracts between the District and other agencies, and to track annual budget and purchase documents. Description: Memorandums, photographs, spreadsheets and other papers related to normal office operations.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> 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 checked="" type="checkbox"/> 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 checked="" type="checkbox"/> 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 <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Office	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) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" 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 hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Non-budget items - Retain in office as long as administratively valuable, then discard. Budget and purchase documents - Retain for 5 years, then discard.		
19. NAME AND TITLE OF PREPARER Geoffrey W. Schoming, Engineering Specialist	20. TELEPHONE NUMBER 410-489-7987	21. DATE 6/18/01	

Instructions - Type or Print a separate form for each new 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 <u>1</u> of <u>1</u>
1. DEPARTMENT/AGENCY Howard Soil Conservation District	2. DIVISION N/A	3. UNIT N/A
DEFINITION - Records Series - A group of related records normally files and used as a unit for reference as well as retention and disposition purposes.		
4. RECORD SERIES TITLE 2. Howard SCD Board	5. EARLIEST YEAR/LATEST YEAR 1945 TO 2001	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series: Purpose: To document the decisions and actions of the District Board members. Description: 8.5" x 11" reports of Howard SCD Board Meetings held on a regular (monthly) basis, Member Information, agendas, sign-up sheet.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> 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 checked="" type="checkbox"/> 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 checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> 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="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Office	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) & regulation(s) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain permanently in office as paper	
19. NAME AND TITLE OF PREPARER Geoffrey W. Schoming, Engineering Specialist	20. TELEPHONE NUMBER 410-489-7987	21. DATE 6/18/01

<p>Instructions - Type or Print a separate form for each new revised record series forward with records retention schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page <u>1</u> of <u>1</u></p>
<p>1. DEPARTMENT/AGENCY Howard Soil Conservation District</p>	<p>2. DIVISION N/A</p>	<p>3. UNIT N/A</p>
<p>DEFINITION - Records Series - A group of related records normally files and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. RECORD SERIES TITLE 3. Farm (Cooperator) Plans</p>	<p>5. EARLIEST YEAR/LATEST YEAR 1945 TO 2001</p>	
<p>6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:</p> <p>Purpose: To document the investigation, evaluation, survey construction and maintenance of land management plans developed for land owners per Md. State Code Title 8.</p> <p>Description: Management and Construction Plans developed for land-owners for controlling erosion, sediment and nutrients are developed (typically on 8.5" x 11" and/or 24" x 36" paper) for ongoing reference during cost-share, enforcement or other terms of agreements.</p>		
<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input 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 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)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>12</u> Number</p> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>0.1</u> Number</p>
<p>11. FILE IS USED</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly</p>	<p>12. FILE BECOMES INACTIVE AFTER</p> <p>_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. CURRENT LOCATION(S) (Bldg, Floor, Room)</p> <p>Office</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>	
<p>15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)</p> <p><input checked="" type="checkbox"/> Yes <u>Federal & State</u> <input type="checkbox"/> No</p>	<p>16. AUDIT REQUIREMENTS</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No</p>	<p>18. RECOMMENDED RETENTION</p> <p>Retain permanently in office as paper</p>	
<p>19. NAME AND TITLE OF PREPARER Geoffrey W. Schoming, Engineering Specialist</p>	<p>20. TELEPHONE NUMBER 410-489-7987</p>	<p>21. DATE 6/18/01</p>

Instructions - Type or Print a separate form for each new 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 <u>1</u> of <u>1</u>	
1. DEPARTMENT/AGENCY Howard Soil Conservation District		2. DIVISION N/A		3. UNIT N/A	
DEFINITION - Records Series - A group of related records normally files and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE 4. Subdivision/Grading Plans - No Ponds				5. EARLIEST YEAR/LATEST YEAR <u>1977</u> TO <u>2001</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series: Purpose: Plans for review and approval for sediment control pursuant to Md. Environment Code, Title 4 and COMAR Title 26.09.01. Description: Plans describe means by which owners, builders and developers shall control erosion and sediment during construction of subdivisions, commercial grading and other construction sites.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>72</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>14</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Howard County DPZ</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <u>Howard County System</u> <input type="checkbox"/> No		18. RECOMMENDED RETENTION Retain in office for 5 years, then discard			
19. NAME AND TITLE OF PREPARER Geoffrey W. Schoming, Engineering Specialist		20. TELEPHONE NUMBER 410-489-7987		21. DATE 6/18/01	

Instructions - Type or Print a separate form for each new 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 <u>1</u> of <u>1</u>
1. DEPARTMENT/AGENCY Howard Soil Conservation District	2. DIVISION N/A	3. UNIT N/A
DEFINITION - Records Series - A group of related records normally files and used as a unit for reference as well as retention and disposition purposes.		
4. RECORD SERIES TITLE 5. Subdivision/Grading Plan - With Ponds	5. EARLIEST YEAR/LATEST YEAR <u>1977</u> TO <u>2001</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series: Purpose: Plans for review and approved for sediment control and pond construction pursuant to Maryland Environment Code Titles 4 & 5, and COMAR Titles 26.09.01 and 26.17.04. Description: Plans describe means by which owners, builders and developers shall control erosion and sediment during construction of subdivision, commercial, grading and other construction sites, and how small ponds are to be designed and constructed.		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>28</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Howard County DPZ</u> <input type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <u>Howard County System</u> <input type="checkbox"/> No	18. RECOMMENDED RETENTION Retain in office for 5 years. Thereafter screen material for copying to CD. Upon validation of CD, discard paper. Retain CD permanently.	
19. NAME AND TITLE OF PREPARER Geoffrey W. Schoming, Engineering Specialist	20. TELEPHONE NUMBER 410-489-7987	21. DATE 6/18/01

Instructions - Type or Print a separate form for each new 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 <u>1</u> of <u>1</u>
1. DEPARTMENT/AGENCY Howard Soil Conservation District	2. DIVISION N/A	3. UNIT N/A

DEFINITION - Records Series - A group of related records normally files and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE 6. Pond As-builts	5. EARLIEST YEAR/LATEST YEAR <u>1977</u> TO <u>2001</u>
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

Purpose: Mark-ups upon those approved plans with ponds, to denote actual elevations, dimensions, etc., pursuant to Md. Environmental Code Title 5 and COMAR Title.

Description: Prints of original signature plans are redlined and certified by professional engineers. They include any letters, computations and other items to ensure satisfaction that pond safety requirements have been met.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) _____ <u>13</u> Number 10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ Number _____
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11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes "Access" Database & Index Cards <input type="checkbox"/> No	18. RECOMMENDED RETENTION Retain in office for 3 yrs. Thereafter copy to CD. Upon validation of CD destroy paper. Retain CD permanently.
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19. NAME AND TITLE OF PREPARER Geoffrey W. Schoming, Engineering Specialist	20. TELEPHONE NUMBER 410-489-7987	21. DATE 6/18/01
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