	DEPARTMENT OF GENERA		Schedule No. 2663
REC	RECORDS MANAGEMENT ORDS RETENTION AND DISP		Page 1 of 13
Agency	ARYLAND ENVIRONMENTAL	Divis	ion/Unit
ltem No.	Descrip	tion	Retention
	SUPERCEDES: 2145 – Administration: Direct 2146 – Administration: Direct 2148 – Administration: Hum 2366 – Administration: Proc 2150 – Administration: Proc 2151 – Administration: Safet 2152 – Administration: Adm 2343 – Chief of Staff: Comm 2359 – Deputy Director: Grat 2367 – Accounting: Finance 2156 – OAG/Legal 2361 – TES: Engineering 2362 – TES: Environmental I 2369 – TES: Environmental I 2360 – TES: Environmental I 2364 – Environmental Opera 2340 – Recycling: Tire Facili 2341 – Recycling: Marketing 2365 – Recycling: Recycling	etor an Resources urement- purchasing urement ty inistrative Services unications nts Monitoring Maintenance Dredging tions ty and Bagging Facility	
	oproved by Department, Agency, Representative.	Schedule Authorized by St Date 10-3-13	ate Archivist
Signature	Pamela Fuller	Signature Jun P	a de la companya de
	cords Retention Officer 9/9/13		
DGS 55	0.1		

Schedule No. 2663

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Agency (Continuation Sheet) Divisi		ion/Unit
MARYLAND ENVIRONMENTAL SERVICE (MES)		
ltem No.	Description	Retention
	Director's Office	
1	Board of Director's meeting minutes Minutes, agendas, Resolutions, documentation of Board actions	Permanent. Retain until dissolution of agency, then transfer to Maryland State Archives for permanent retention.
2	Agency Historical reference (1000 series) Files detailing the creation of the agency, legislation, regulations, policies, opinions of Office of the Attorney General (OAG), trademark certifications, Board of Directors issues, etc.)	Permanent. Retain until dissolution of agency, then transfer to Maryland State Archives for permanent retention.
3	Agency Project Files (3000 and 4000 series) Agency and Director's files concerning individual projects and activities of the agency	Retain for 5 years from close of project, then destroy.
4	Director's Files – General Administrative General reference materials, correspondence, memos, studies, reports, directives, and other items relevant to MES Mission and functions.	Screen annually and transfer to the Maryland State Archives for permanent retention any materials having administrative, legal or
	Legal	historical value that serves to document the origin, development, functions, and accomplishments of the agency. Destroy any remaining material.
5	Litigation files Files dealing with litigation effecting the agency, or tort claims, complaints, etc. Investigations, settlements, agreements, negotiations in connection with litigation, or potential litigation.	Retain for 10 years from close of litigation or issue, or in accordance with Attorney General's guidance, then destroy.

Schedule No. 2663

Page 3 of 13

	(Continuation Sheet)	1
Agency MAR	Divis YLAND ENVIRONMENTAL SERVICE (MES)	ion/Unit
Item No.	Description	Retention
6	Collections OAG Collection activity in pursuit of debts owed to MES (demand letters, correspondence, payment tracking, litigation, court orders, liens, etc.)	Retain for 5 years from date collection efforts cease, or until lien is satisfied, then destroy.
7	Project Files Attorney's working files in connection with MES projects and non-litigation issues.	Retain for 5 years, then destroy.
	Finance & Accounting Records This series Includes all standard accounting forms as well as other accounting media which provide supporting data for the specific and general accounting records.	
	Changes in records format will not necessarily require revision of the retention schedule. However should the scope or content of a record sense be altered the schedule may be amended to reflect such changes. MES will use all or some of the following records which are governed by the indicated retention period.	
8	General Accounting Records -Periodic financial reports -Original Journal entries -Bank confirmations -Collection correspondence -Physical Inventory records -Report of fixed assets -Bank books and statements -Cancelled checks -Paid invoices, receiving reports, purchase orders -Accounts Payable (AP) check register -Receipt copies and stubs -Renewable licenses -Cost center set up and contracts	Retain for 5 years and unti all audit requirements have been fulfilled, then destroy
	-Copies of invoices and correspondence	

Schedule No. 2663

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	(Continuation Sheet)	aian/Ulnit	
Agency Div MARYLAND ENVIRONMENTAL SERVICE (MES)		sion/Unit	
ltem No.	Description	Retention	
9	Special Accounting Records -Computerized Accounting Records, General Ledger (GL), Payroll, Accounts Receivable (AR), Accounts Payable (AP).	Retain for 20 years, then destroy.	
10	Payroll Accounting Records - Timesheets and deductions -payroll and check register -payroll tax forms (Federal, State) -W-2	Retain for 5 years and until all audit requirements have been fulfill, then destroy.	
11	Budget and Fiscal planning Records -Budget approval -Budget estimates -Budget amendments -Budget Allocation schedules and worksheets	Retain for 3 years and until all audit requirements have been fulfill, then destroy.	
12	Audit Records -Reports of audits conducted by the Legislative auditors and other entities -Report of audits conducted by entities other than the Legislative auditors	Retain for 10 years, then destroy	
13	Grant Financial Records	Retain until final grant audit, then destroy	
14	Bond Records -Bond documents -Trustee statements -Continuing Disclosure Statements	Retain until bond retirement and all audit requirements have been fulfill, then destroy.	
15	FLEET a) Vehicle Titles	a) Retain for life of vehicle, then destroy.	
	b) Mileage Reports, Accident Review Board Documents	b) Retain for 5 years, then destroy	

	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2663
RE	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 5 of 13
Agency MAR		sion/Unit
tem No.	Description	Retention
	ADMINISTRATION:	
	Internal Auditor	
16	Agency Audit Files Investigation files of the agency internal Auditor.	Retain for 10 years from close of audit, then destroy
	Grants Administration	
17	MES Grants Federal, State, Foundation, Private and corporate grants and loans awarded to MES	Retain for 5 years from date of grant closeout, then destroy.
	Procurement & Purchasing	
18	Procurement Bid Files procurements over \$10K	Retain for 5 years from date of closing, or until all audit, bond debt and Environmental Protection Agency (EPA) requirements have been met, then destroy.
19	Contract Files	Retain for 10 years after contract expires, and all audit requirements have been met, then destroy.
20	Purchase Orders Direct Purchase Orders (DPOs), Purchase Orders (PO), etc.	Retain for 5 years, then destroy.
21	Equipment & Supply Bids	Retain for 5 years, then destroy.

DGS 550-1A

Schedule No. 2663

Page 6 of 13

(Continuation Sheet)			
Agency Division/Unit MARYLAND ENVIRONMENTAL SERVICE (MES)			
ltem No.	Description	Retention	
	Information Technologies (IT)		
22	Computer Backup Files – network, monthly	Retain for 5 years, then destroy.	
23	Computer Backup Files – AS400, Enterprise One (Accounting and Financial data, etc.)	Retain for 20 years, then destroy.	
	Administrative Services		
24	L.E.E.D. Certification & Credit Documentation supporting MES' LEED (Leadership in Energy and Environmental Design) building certification with US Green Building Council	Retain for 5 years, then destroy.	
25	Substance Abuse Records (employee and vendor notification, test authorization, test results, chain of custody)	Retain for 5 years, then destroy.	
	Human Resources		
26	Employee Personnel Files Upon selection for employment with the Maryland Environmental Service, either as a new hire, transfer, reinstatement or temporary employee, a personnel file is prepared. This file may contain all or some of the following documents at hire and during continued employment: Employment Application/Resume Salary and disciplinary action history Payroll forms Position action requests Performance appraisals Training certificates Employment contract	Retain for 5 years after employee terminates, then destroy	

Schedule No. 2663

Page 7 of 13

	(Continuation Sheet)	
Agency Division/Unit MARYLAND ENVIRONMENTAL SERVICE (MES)		
ltem No.	Description	Retention
27	Employee Medical Files Upon selection for employment within the Maryland Environmental Service either as a new hire, transfer, reinstatement or temporary employee, a medical file is prepared. This file may contain all or some of the following documents at hire and during continued employment: Employment physical results Health benefit enrollments and changes Sick leave counseling reports Doctors notes	Retain for 5 years after employee terminates, then destroy
28	Personnel Records - Other These files contain documents processed in Human Resources for salary, benefit, training, and grievance programs: Tuition and out service training records Salary and survey data Grievance records Policy information Salary program information Candidate selection packets	Retain for 5 years, then destroy
	Safety	
29	Facility Inspections (I) Facility Inspections & Hazard Correction Forms	Retain for 30 years, then destroy.
30	First Response of Injury (A) Personal Injury Reports & Medical Documentation	Retain for 30 years, then destroy.
31	Vehicle Incidents (V) Vehicle & Equipment Incident Reports	Retain for 5 years, then destroy.
32	Regulatory Reporting (R) Chemical/Consumer lists	Retain for 40 years, then destroy.
33	Physicals (P) Dept. of Transportation (DOT) & 40 hour Hazmat physicals	Retain for 30 years from end of employment, then destroy.

Schedule No. 2663

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	(Continuation Sheet)	
Agency Division/Unit MARYLAND ENVIRONMENTAL SERVICE (MES)		
ltem No.	Description	Retention
34	MOSH Inspections (M) MD Occupational Safety & Health (MOSH) Inspections & Proof of Abatement	Retain for 5 years, then destroy.
35	Training (T) Tailgate Classes & sign-in sheets Regulatory classes and sign-in sheets	Retain for 30 years, then destroy.
	Compliance	
36	Environmental Compliance Review (ECR) Reports -Final ECR Reports	Retain for 15 years, then destroy
37	Employee Training Program Materials sign-in sheets and training slides/manuals	Retain for 5 years than destroy
38	Employee Allegations and complaints Internal complaint and allegations of compliance issues	Retain for 15 years than destroy
39	Signed Employee Certification Statements Certifications of specialty training in environmental compliance	Retain for 10 years than destroy
40	RCRA-Biennial Hazardous Waste Reports Resource Conservation & Recovery Act (RCRA)	Retain for 15 years than destroy
41	Compliance related Correspondence with Regulatory bodies	Retain for 15 years than destroy
42	Oil Spill Notification Reports	Retain for 10 years than destroy
43	Facility specific compliance information	Retain for 15 years than destroy
44	Inspection Reports Landspreading and Construction Group	Retain for 15 years than destroy

DGS 550-1A

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	(Continuation Sheet)	
Agency Division/Unit MARYLAND ENVIRONMENTAL SERVICE (MES)		
tem No.	Description	Retention
	Communications	
45	Service News/ Service News Extra Electronic delivery of news to employees.	Retain for 5 years, then destroy
	WATER/WASTEWATER (W/WW) GROUP	
46	Biosolids Managementa) All agency records pertaining to sludge & biosolid management	a) Retain for 10 years, then destroy.
	b) Trenching site files	b) Retain until Maryland Dept. of Environmental (MDE) releases the site from all monitoring, then destroy.
47	W/WW Maintenance Work Orders (facility work orders, etc.)	Retain for 3 years after completion of work, then destroy.
48	Engineering & Special Projects Engineering info & specs, design, construction, proposals, correspondence, grants, etc.	Retain for 20 years, then destroy, unless otherwise noted.
49	Engineering As-Built Plans	Retain 20 years, or life of the structure, whichever comes later, then destroy
50	W/WW Operations and Maintenance (O&M) This includes general project files, budgets, proposals, contracts, permits, log books, correspondence, annual reports, etc.	Retain for 10 years, then destroy

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 2663
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 10 of 13
Agency MAR		ion/Unit
ltem No.	Description	Retention
	TECHNICAL AND ENVIRONMENTAL	
	SERVICES (TES) GROUP	
	Environmental Monitoring & Reporting (EMR)	
51	EMR – Original Lab Data Sheets Monthly Lab Data sheets	Retain for 10 years, then destroy.
52	EMR – Compliance Related Documents All operating records, discharge monitoring reports, data reports, permits, and various compliance reports.	Retain for 10 years, then destroy.
53	GIS electronic work product Application code, Geographic Information system (GIS) data and maps	Retain for 3 years, then destroy.
	Environmental Dredging & Restoration	
54	Construction Files a) All materials relating to construction projects such as plans, specs, modifications, final "as built" drawings, annual reports,	a) Retain until structure is demolished, the destroy.
	etc. b) Annual Reports	b) Retain until Maryland Port Administration (MPA) requirements have been met, then destroy.
55	Project Files Day to day operations and running issues, inspection reports, correspondence, operating reports, correspondence, etc	Retain for 5 years after project completion, then destroy.
56	Proposed Dredging Projects – Feasibility Official copies of feasibility studies of proposed projects (but never implemented)	Retain until all MPA requirements have been met, then destroy.

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	(Continuation Sheet)	
Agency MAR	Divis	ion/Unit
Item No.	Description	Retention
57	Proposed Dredging Projects – Other Draft studies and other documents	Retain for 5 years, then destroy
58	Restoration Projects Permits, Project data, etc.	Retain until all MPA requirements have been met, then destroy.
59	Grant Files Application and other documentation relating to grants for specific projects. They do not include financial data.	Retain based on upon terms and conditions of the grant, then destroy.
60	Hazardous Waste Cleanup Operating Records Records and files relating to the operation of the facility and are maintained at the facility until it is closed.	Retain for 10 years after facility closure, then destroy.
61	Hazardous Waste Cleanup Project Files Manifests of chemicals leaving the facility during the cleanup process, maintained at the facility.	Retain for 3 years from receipt, then destroy.
63	Hazardous Waste Biennial and Exception Reports Biennial and exception reports for hazardous waste cleanup projects.	Retain for 5 years then destroy.

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em lo.	Description	Retention
10.	ENVIRONMENTAL OPERATIONS GROUP	
64	Project Files Include day to day operations and running issues, inspection reports, correspondence etc. for solid waste facilities, landfills, transfer stations, composting facilities, Co-Generation facility, recycling facilities, homeowner drop-offs, etc.	Retain for 5 years, then destroy.
65	Solid Waste Reports Includes annual reports for waste management facilities, semi- annual groundwater and surface water quality testing reports, and other misc. reports.	Retain for 5 years, then destroy.
66	Engineering Files – Solid Waste Operations These files include blue prints, technical & mechanical data, specifications, Computer-aided design & drafting (CADD) files, etc.	Retain until structure is destroyed.
67	Bond Files Includes application and other documentation relating to bonds for specific projects. Does not include financial data.	Retain until retirement of bond and final audit requirements have been met, then destroy.
68	Grant Files Includes application and other documentation relating to grants for specific projects. Does not include financial data.	Retain based upon terms and conditions of the grant
69	Environmental Monitoring – Solid Waste Included laboratory data sheets	Retain for 5 years, then destroy
70	Customer Project Invoices (invoices and backup materials Leafgro®, Compro®, or other MES produced materials)	Retain for 5 years, then destroy.

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Agency Division/Unit MARYLAND ENVIRONMENTAL SERVICE (MES)							
tem No.	Description	Retention					
71	Used Oil Recycling	Retain for 5 years, then destroy.					
72	Recycling Reports	Retain for 5 years, then destroy.					
73	CFC (chlorofluorocarbon) Recovery	Retain for 5 years, then destroy.					
74	Midshore Regional Recycling Program (MRRP) (reports, tonnages-collected and sold, capital investments and revenues for the MRRP)	Retain for 5 years, then destroy.					
75	Scrap Tire Cost Recovery Files (payments to contractor during cleanup, MES employee timesheets, contract and bid packages for MDE Cost Recovery projects)	Retain for 10 years after completion of project, then destroy.					
76	Scrap Tire Non-cost Recovery Cleanup Files	Retain for 5 years after completion of project, then destroy.					
77	Water Quality Loan Funding projects (ex: Garner/Brandywine tire cleanup project)	Retain until final payment is made by MDE Land Management.					

Instructions —Type of Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) DEPARTMENT OF GENERAL SERVICES RECORDS INVENT AGENCY RECORDS INVENT 1. Department/Agency 2. Division 3. Unit Maryland Environmental Service Director's office 3. Unit	ORY			
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 PAGE1 OF77 1. Department/Agency 2. Division 3. Unit Maryland Environmental Service Director's office DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disp				
Jessup, Maryland 20794 PAGE1OF77 Jessup, Maryland 20794 410-799-1930 Operation 2. Division Maryland Environmental Service Director's office DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disp				
. 410-799-1930 . Department/Agency 2. Division 3. Unit Maryland Environmental Service Director's office DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disp	275 PAGE OF77			
Maryland Environmental Service Director's office Director's office DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disp				
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disp				
burposes.	osition			
Record Series Title 5. Earliest Year/Latest Year				
Board of Director's meeting minutes				
I 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or fund	ction of the			
eries.)				
ncludes: Minutes, agendas, resolutions, presentations, etc. from Board of Director's meetings.				
Purpose: Documentation of official actions of the Board.				
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume				
□ Letter Size □ Microfilm □ Alphabetical Number				
Legal Size Computer Tape Numerical Microfilm Reel(s)				
□ Audio Tape □ Floppy Disk □ Audio Tape □ Other (specify)				
Bound Book Video Tape Geographical 10. Annual Accumulation				
Other (specify)_Laserfiche Document Imaging system Other (specify) Number	12 Number			
Grad (aposity) Relined				
Microfilm Reel(s) Computer Tape(s)				
☐ Computer rape(s)				
11. File is Used 12. File Becomes Inactive After				
Daily Weekly Monthly Annually Number Month(s) Year(s)				
	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
MES Headquarters	Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ☑ No	16. Audit Requirements			
□ None				
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention				
□ Yes ⊠ No Permanent. Retain until dissolution of age	ncy, ther			
transfer to Maryland State Archives for per				
	manerit			
retention.				
19. Name and Title of Preparer 20. Telephone Number 21. Date				
Pamela Fuller, Paralegal 410-729-8240 September 9, 2013				

					AGENCY RECORDS INVENTORY		
nstructions –Type or Print a separate form for ach new or revised record series. Forward ith Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794			ISION	PAGE2 OF77		
D	410-799-1930						
Department/Agency	2. Divisi	on			3. Unit		
aryland Environmental Service	Director	's office					
EFINITION: RECORD SERIES: A group of relate proses.	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
Record Series Title					st Year/Latest Year		
gency Historical Reference (1000	series)			<u>19</u>	71 to		
Record Series Description (Briefly describe the	types of inf	formation/docu	uments/forms	l found in th	e series. Include the purpose or function of the		
eries.)							
cludes: Files detailing creation of MES, legislati							
urpose: Historical relevance, documentation of I	history of a	gency, backup	materials of i	ntent of re	gulations and laws governing MES.		
Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size Microfilm		Alphabetica	ı	1 Number			
				File Dra	awer(s)		
🛛 Legal Size 🛛 Computer Tape		Numerical		Microfil			
Audio Tape 🔲 Floppy Disk	Chronological		cal	Computer Tape(s) Other (specify)			
Bound Book 🗌 Video Tape		Geographic	al		10. Annual Accumulation		
Other (specify)Laserfiche Document Imaging system		Other (spec	:ify)	fy) Number			
					awer(s)		
				Microfilm Reel(s) Computer Tape(s)			
				Other (specify)			
I. File is Used			12. File Becom	nes Inactive Af	ter		
🗌 Daily 🗌 Weekly 🛛 Monthly 🗌 Ar	nually		Number		Nonth(s) Year(s)		
B. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
ES Headquarters			🗌 Yes 🛛 No				
 Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 			16. Audit Requirements				
			🛛 None 🗌 State 🔲 Federal 🔲 Independent				
 Is an Index System used? If yes, explain briefly and describe 	requirements		18. Recommended Retention				
Yes 🛛 No							
		-	1.		tain until dissolution of agency, ther		
			transfer	to Mary	land State Archives for permanent		
			retention.				
		I					
 Name and Title of Preparer 		20, Telepho	ne Number	21 Date			
9. Name and Title of Preparer amela Fuller, Paralegal		20. Telepho 410-729-82		21. Date Septemb	per 9, 2013		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	RECORDS M/ 7275 Waterlo Jessup	DF GENERAL SE NAGEMENT DIV to Road, P.O. Box Maryland 20794 410-799-1930	ISION	AGENCY RECORDS INVENTORY PAGE3 OF77 3. Unit			
Maryland Environmental Service	Director's office						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally	filed and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title			5. Earlie	st Year/Latest Year			
Agency Project Files (3000 and 4000) series)		19	71 to			
 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or fur series.) Includes: Files for many MES projects. Special issues stemming from each project. General files of Director and OAG relating to prog activities in which MES participates. (ex: Compro®, Leafgro®, Sludge, Tire recycling, etc.) Purpose: General reference for Director's office and OAG office regarding MES project and activities, past and present. 							
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume				
Letter Size Microfilm	Alphabetical		8 Number ⊠ File Drawer(s)				
🛛 Legal Size 🗌 Computer Tape	Num	erical	Microfil Compu	m Reel(s) tter Tape(s)			
Audio Tape Floppy Disk	Chro	nological	Other (specify)				
Bound Book Video Tape	Geog	raphical (specify)	<u>varies</u> Number File Dra Microfi	awer(s) Im Reel(s) iter Tape(s)			
11. File is Used		12. File Becon	l nes Inactive Al	fter			
Daily Weekly Monthly Ann	ually	Number		Nonth(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters				14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Req	Most information should also be in individual Groups lifes, but not all. 16. Audit Requirements None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			18. Recommended Retention Retain fro 5 years from close of project, then destroy.				
19. Name and Title of Preparer Pamela Fuller, Paralegal		II ephone Number 9-8240	21. Date May 1, 2				

				AGENCY RECORDS INVENTORY	
Instructions – Type or Print a separate form for each new or revised record series. Forward	GENERAL SEI		AGENCI RECORDS INVENTORT		
with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R				
when records recention ochedule (DCC 550-1)	Jessup, Ma	ryland 20794 99-1930	215	PAGE4 OF77	
1. Department/Agency	2. Division			3. Unit	
Maryland Environmental Service	Director's office				
DEFINITION: RECORD SERIES: A group of related purposes.	I records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Directors Files – General Administrati	ve			to	
6. Record Series Description (Briefly describe the ty	pes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Includes: General reference materials, correspond	ence memos studies	reports direct	tives and	other data relevant to the MES Mission and	
functions.	enee, memos, studies,	roports, unec	and t		
Purpose: Daily working files of the Director.					
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume		
Letter Size Microfilm	Alphabetic	al	3 Number	-	
			File Dra		
🛛 Legal Size 🗌 Computer Tape	Numerical		Microfil	m Reel(s) tter Tape(s)	
Audio Tape Floppy Disk	Chronologi	ical	Other (specify)	
Bound Book Video Tape	🗌 Geographi	cal	10. Annual	Accumulation	
Other (specify)Laserfiche Document Imaging system	Other (spe	cify)	fy) Varies Number		
		File Dra			
			Microfilm Reel(s) Computer Tape(s)		
			Other (specify)	
11. File is Used		12. File Becom	l nes Inactive Af	ter	
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌 Annu	ally	Number		Nonth(s) Year(s)	
	, and the second s				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
MES Headquarters		Yes No Some information should also be in individual Groups files, but not all.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
🗌 Yes 🛛 No		🖂 None	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recom	mended R	letention	
🗌 Yes 🛛 No			and transfer to Maryland State Archives		
			ention any files having administrative,		
				l value that serve to document the origir ctions, and accomplishments of the	
				any remaining materials.	
19. Name and Title of Preparer		one Number	21. Date		
Pamela Fuller, Paralegal	410-729-82	240	Septemb	per 9, 2013	

Instructions –Type or Print a separate form for DEPARTMENT OF GENERAL S each new or revised record series. Forward RECORDS MANAGEMENT D with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930			SION	AGENCY RECORDS INVENTORY PAGE5 OF77	
1. Department/Agency	2. Division			3. Unit	
Maryland Environmental Service	Office of the Attorney	General (Lega	ll)		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title Litigation Files				st Year/Latest Year to	
 6. Record Series Description (Briefly describe the t series.) Includes current and past litigation matters involvin Investigations conducted by OAG office, settlemen Purpose: Working files of attorneys and staff in con 	g, or potentially involvin ts and agreements neg	g MES. Also i otiated by OAC	ncludes To 6, etc.		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume		
Letter Size Microfilm	⊠ Alphabetic	al	Number		
🛛 Legal Size 🛛 Computer Tape	Numerical		File Dra	m Reel(s)	
Audio Tape Floppy Disk	Chronolog	ical		Computer Tape(s) Other (specify)	
Bound Book Video Tape	🗌 Geographi	cal	10. Annual	Accumulation	
Other (specify)Laserfiche Document Imaging system	C Other (spe	S File		awer(s) m Reel(s) ter Tape(s) specify)	
11. File is Used		12. File Becom	les Inactive A	ter	
🗌 Daily · 🛛 Weekly 📄 Monthly 📄 Ann	nually	<u>varies</u> Number		Nonth(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ∑ Yes □ No Attorney-Client privilege	16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes		10 years fro	Retention om close of litigation or issue, or in accordance I's guidance on records retention, then destroy.		
19. Name and Title of Preparer Pamela Fuller, Paralegal	20. Teleph 410-729-8:	one Number 240	21. Date 8/7/13	3	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency		GEMENT DIVI	SION	AGENCY RECORDS INVENTORY PAGE6 OF77 3. Unit	
Maryland Environmental Service	Office of the Attorney	General (Lega	l)		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title Collections				st Year/Latest Year to	
 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OAG collection activity files. Demand letters, correspondence, payment tracking, collection litigation, court orders, liens, copies of delinquent invoices, etc for companies with delinquent accounts with MES. Purpose: Working files of attorneys and staff in connection with agency collection efforts. 					
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Laserfiche Document Imaging system	8. Record Seri	al cal	9. Volume 2		
			Compu	ter Tape(s) specify)	
11. File is Used	nually	12. File Becom		ter tonth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	16. Audit Requirements □ None □ State □ Federal ⊠ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ⊠ No			imended R 5 years fror y.	etention n date collection efforts cease, or lien is satisfied,	
19. Name and Title of Preparer Pamela Fuller, Paralegal	20. Teleph 410-729-82	one Number 240	/*		

DEPART						
			SION	AGENCY RECORDS INVENTORY		
7275 Waterloo Road, P.O. Box 27 Jessup, Maryland 20794 410-799-1930			275	PAGE7 OF77		
2. Divisio	in			3. Unit		
Office of	the Attorney	General (Lega	al)			
ed records n	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
				st Year/Latest Year		
				to		
activities req	quiring legal ir	nput.	found in th	e series. Include the purpose or function of the		
nnection wi	th agency ac	tivities.				
	8. Record Serie	es Sequence	9. Volume			
	🛛 Alphabetica	1	Number			
	Numerical		File Dra			
	Chronologi	cal	Compu	ter Tape(s) specify)		
	Geographic	cal	AND CONTRACTOR OF STREET	Accumulation		
Other (specify		Cify) Number Sile D Micro		m Reel(s) ter Tape(s)		
nually		12. File Becom	-	ter ∕lonth(s) ⊠ Year(s)		
	1	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ⊠ Yes No Some parts should be duplicated in projects managers files within each Group.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements ☑ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			 18. Recommended Retention Retain for 5 years, then destroy. May transfer some files to Agency Master Project files as necessary. 			
				3		
	2. Division Office of ed records r types of info nuctivities reconnection with nually	7275 Waterloo Regularsup, Marel 10-79 2. Division Office of the Attorney of	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Office of the Attorney General (Legandrick) d records normally filed and used as a set of records normally filed and used as a set of records normaling legal input. types of information/documents/forms activities requiring legal input. nnection with agency activities. 8. Record Series Sequence Alphabetical D Numerical Chronological Geographical Other (specify) nually 14. Is Record Some parts sh 16. Audit Requirements 18. Record Series is sequence None	2. Division 2. Division 2. Division Office of the Attorney General (Legal) d records normally filed and used as a unit for re types of information/documents/forms found in the totivities requiring legal input. nnection with agency activities. 8. Record Series Sequence 8. Record Series Sequence 9. Volume 12. Number 14. Is Record Series Inactive Al 20. Telephone Number 21. Date 20. Telephone Number 21. Date		

Instructions –Type or Print a separate form for each new or revised record series. Forward		TMENT OF G			AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930			275	PAGE8 OF77	
1. Department/Agency	2. Division				3. Unit	
Maryland Environmental Service	Account	ing & Finance				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title General Accounting F	Records				st Year/Latest Year to	
6. Record Series Description (Briefly describe the series.) Periodic financial reports, original journal entries, bank statements, cancelled checks, mileage reports, paid invocenter set up and contracts, copies of invoices and correfor the accounting department's day to day operation).	c confirmatio oices, receiv espondence,	ons, collection	correspondenc rchase orders, 7	e, physical A/P check re	inventory records, report of fixed assets, bank books egister, receipt copies & stubs, renewable licenses, c	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
X Letter Size Microfilm		2 Alphabetica	ıl	Number		
Legal Size Computer Tape	Numerical			X File Dra	X File Drawer(s)	
Audio Tape Floppy Disk					Microfilm Reel(s) Computer Tape(s)	
Bound Book Video Tape				Other 500 Numbe	er of	
X Other (specify) LaserFiche Electronic Digital Imaging System	g System 🗌 Other (spe		ify)	X File Dra	m Reel(s) ter Tape(s)	
11. File is Used			12. File Becom	es Inactive Af	ter	
X Daily Weekly Monthly Annu	ually		5 Number of] Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Office HQ			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 		18. Recommended Retention Retain for 5 years and until all audit requirements have been fulfilled.				
		19. Name and Title of Preparer 20. Telepho Hament Patel 410-729-827				

					AGENCY RECORDS INVENTORY	
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTME				ACENTINEGORDOINTENIORI	
			EMENT DIVI			
with Records Retention Schedule (DGS 550-1)			ad, P.O. Box	275	PAGE9 OF77	
	Jes	410-799	/land 20794			
1. Department/Agency	2. Division				3. Unit	
Maryland Environmental Service	Accounting &	Finance				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records norm	nally filed	and used as a	a unit for r	eference as well as retention and disposition	
4. Record Series Title					st Year/Latest Year	
Special Accounting R	ecords			FY 92	to	
		- 1 1	- 15-	f		
6. Record Series Description (Briefly describe the terms)	types of informa	ation/docu	iments/forms	tound in tr	he series. Include the purpose of function of the	
Computerized accounting records related to General lec	lger, Accounts Pa	ayable, Ac	counts Receiva	able and Pa	yroll.	
7. Record Series Format(s) List all	8. R	Record Series	Sequence	9. Volume		
Letter Size Microfilm		Alphabetica	al	Number		
Legal Size Computer Tape		Numerical		File Drawer(s)		
Audio Tape Floppy Disk	1 0	Chronologica	1	Computer Tape(s)		
Bound Book Video Tape		Geographica		((specify)	
		Geographica	11	Number of 10. Annual Accumulation		
X Other (specify) Computerized Accounting System (see IT for	details)	Other (speci	fy)			
			File Dr		awer(s) m Reel(s)	
				Computer Tape(s)		
			Other (specify)		specify)	
11. File is Used			12. File Becom	es Inactive Af	ter	
X Daily Weekly Monthly Annu	ally		20 Number of Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14 ls Pacord S	orios Duplica	ted Elegenberg? (If yes, specify agency or office.)	
Office HQ			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes X No			None X State X Federal X Independent			
17. Is an Index System used? If yes, explain briefly and describe n	requirements		18. Recommended Retention			
Yes X No			Retain for 2	20 years ar	nd until all audit requirements have been fulfilled.	
19. Name and Title of Preparer	20). Telepho	ne Number	21. Date	9	
Hament Patel		0-729-8274		4/13/13		
Deputy CFO	hpa	ate@menv.co	om			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency		GEMENT DIVI	SION	AGENCY RECORDS INVENTORY PAGE10 OF77 3. Unit
Maryland Environmental Service DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title	Accounting & Finance			eference as well as retention and disposition st Year/Latest Year
Payroll Accounting Records 6. Record Series Description (Briefly describe the t series.) All records associated with Payroll.	types of information/do	cuments/forms		to
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape X Other (specify) LaserFiche electronic document Imaging System 11. File is Used Daily X Weekly Monthly Annu 13. Current Location(s) (Bldg., Floor, Room) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		al cal icify) 12. File Becom 5 Number of	Comp Other 100 Numb 10. Annual X File Dra Microfii Compu Other (15 Numb es Inactive Af	ilm Reel(s) uter Tape(s) (specify) er of Accumulation awer(s) lm Reel(s) uter Tape(s) specify) er of
Yes X No If yes, explain briefly and describe n Yes X No Yes X No	None X State X Federal X Independent 18. Recommended Retention Retain for 5 years and until all audit requirements have been fulfilled, then destroy.			
19. Name and Title of Preparer Hament Patel Deputy CFO	20. Teleph 410-729-82 hpate@menv		21. Date 4/3/13	9

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service DEFINITION: RECORD SERIES: A group of relat purposes. 4. Record Series Title	2. Division Accounting & Finance	GEMENT DIVIS oad, P.O. Box ryland 20794 99-1930	SION 275 a unit for r 5. Earlie	st Year/Latest Year	
 Budget and Fiscal Planning Records 6. Record Series Description (Briefly describe the series.) Records associated with budget preparation and managed 	uments/forms		tohe series. Include the purpose or function of the		
7. Record Series Format(s) List all X Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	offilm Alphabetical uter Tape X Numerical y Disk Chronological Tape Geographical		9. Volume Number X File Drawer(s) Microfilm Reel(s) • Computer Tape(s) Other (specify)		
11. File is Used X Daily Weekly Monthly Annu 13. Current Location(s) (Bldg., Floor, Room) Office HQ 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No	12. File Becomes Inactive After 3 Number of Month(s) X Year(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No 16. Audit Requirements None X State Federal X Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 19. Name and Title of Preparer 20. Telephon Hament Patel 410-729-8274 Deputy CFO hpate@menv.com			mended F years and y. 21. Date 4/3/13	d until all audit requirements have been fulfilled,	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Audit Records	RECOF 7275 2. Division Accounting		ISION 275 a unit for n 5. Earlie	AGENCY RECORDS INVENTORY PAGE12 OF77 3. Unit eference as well as retention and disposition st Year/Latest Year to		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Reports of Audits conducted by Legislative auditors and other entities.						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
X Letter Size Microfilm		Alphabetica	ı	Number		
Legal Size Computer Tape	Numerical			X File Dra		
Audio Tape 🔲 Floppy Disk		X Chronologic	al	Microfilm Reel(s) Computer Tape(s)		
Bound Book Video Tape		Geographic	al	Other (specify) 10 Number of		
x Other (specify) Laserfiche Electronic Digital Imaging System		Other (spec	10. Annual Accumulation fy)			
			X File Dra Microfil Compu	m Reel(s) ter Tape(s) specify)		
11. File is Used	I		12. File Becom	es Inactive Af	ter	
Daily Weekly X Monthly Annua		10 Number of		Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Year 1-5 Office, 5-10 Basement			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes X No			None X State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No			18. Recom Retain for 1			
19. Name and Title of Preparer Hament Patel Deputy CFO		20. Telepho 410-729-8274 hpate@menv.c	4	21. Date 4/3/13	•	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Grant Records				AGENCY RECORDS INVENTORY PAGE13 OF77 3. Unit eference as well as retention and disposition est Year/Latest Yearto		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records associated with administration and management of grants and loans. The purpose of these records is to provide documentation of grant eligible Expenses and disbarment.						
7. Record Series Format(s) List all X Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape X Other (specify) Laserfiche Electronic Digital Imaging System	8. Record Series Sequence		Comp Comp Cother Converted	ilm Reel(s) uter Tape(s) (specify) er of Accumulation awer(s) Im Reel(s) uter Tape(s) (specify)		
11. File is Used Daily Weekly X Monthly Annually 13. Current Location(s) (Bldg., Floor, Room) Office HQ 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		16. Audit Rec	0 Number of Month(s) X Year(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
 17. Is an Index System used? If yes, explain briefly and describe to Yes X No 19. Name and Title of Preparer Hament Patel Deputy CFO 	20. Te 410-725	ephone Number		t audit, then destroy.		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE14 OF77	
1. Department/Agency	2. Division			3. Unit	
Maryland Environmental Service	Accounting & Finance	e			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally file	d and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year		
Bond Records 6. Record Series Description (Briefly describe the	types of information/doo	cuments/forms	found in th	to	
series.) Records associated with administration and management					
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume		
X Letter Size Microfilm	Alphabetic	al	Number		
Legal Size Computer Tape	Numerical		X File Dra		
Audio Tape 🛛 Floppy Disk		pical	Microfi	Im Reel(s) uter Tape(s)	
Bound Book Video Tape	Geographi	cal	0 Other	(specify)r	
X Other (specify) Laserfiche Electronic Digital Imaging System	X Other (spec	fy) _By bond_	X File Dra	m Reel(s) ter Tape(s) specify)	
11. File is Used		12. File Becom	es Inactive Afr	ter	
Daily Weekly x Monthly Annu	ally	0 Number of		Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Office HQ		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe r	18. Recom Retain until fulfilled, the	all bond re	etirement and all audit requirements have been		
19. Name and Title of Preparer Hament Patel Deputy CFO	20. Teleph 410-729-827 hpate@menv.		21. Date 4/3/13		

Instructions –Type or Print a separate form for each new or revised record series. Forward			ENERAL SEF		AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			275	PAGE15 OF77
1. Department/Agency	2. Divisior	۱			3. Unit
Maryland Environmental Service	Account	ting & Fina	ance		Fleet
DEFINITION: RECORD SERIES: A group of related purposes.	d records n	ormally filed	and used as	a unit for r	eference as well as retention and disposition
4. Record Series Title					st Year/Latest Year
Vehicle Titles & Mileage Records				FY03	io
 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Vehicle Titles – establish ownership of agency vehicles Vehicle Mileage Reports- tracks vehicle monthly mileage, monthly cost-center charges, and monthly fuel consumption. Accident Review Board – documentation related to hearing notifications, legal review and board review determination. 					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	
X Letter Size Microfilm		Alphabetica	il.	Number	
Legal Size Computer Tape	Numerical			X File Drawer(s) Microfilm Reel(s)	
Audio Tape Floppy Disk		Chronologi	ical	Comp	uter Tape(s) (specify)
Bound Book Video Tape		Geographic	al	10 Numbe	r of
x Other (specify) Laserfiche Electronic Digital Imaging System	x Other (specify) _By Tag#		X File Dra	m Reel(s) ter Tape(s) specify)	
11. File is Used			12. File Becom	es Inactive Af	ter
Daily Weekly X Monthly Annual	lly		5 Number of] Month(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room) Office HQ		a	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		Federal 🗌 Independent
17. Is an Index System used? If yes, explain briefly and describe requirements			 Recommended Retention Retain vehicle titles for life of vehicle, then destroy. All other documents, retain for 5 years, then destroy. 		or life of vehicle, then destroy. All other
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	3
Hament Patel Deputy CFO		410-729-827 hpate@menv.c		4/3/13	
DGS 550-4 (Rev. 1/93)					

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 410-799-1930		AGENCY RECORDS INVENTORY PAGE16 OF77		
1. Department/Agency	2. Division		3. Unit		
Maryland Environmental Service	Executiv	e Direction	Internal Audit		
	ed records nor	mally filed and used as a unit for re	ference as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year		
Agency Audit Files – Internal Audits			to		
draft and final audit reports and e mailed to all app identified and significant recommendations in audi analysis and documentation supporting all correct papers containing written analysis of survey and a	ditor. May incl licable mange t report. Add tive action take udit work cone ocumentation	ude: 1. Final Audit Report; 2. Draft ers and staff involved in audit. Tran itional transmittals submitted remine en and implemented on audit report ducted, that includes at a minimum obtained pertinent to survey/audit, y	Audit Report; 3. Transmittal letters accompanying smittals to audit committee briefly summarizing issues ding Program mangers and staff to submit written		
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume		
			2 Number ⊠ File Drawer(s)		
⊠ Letter Size ☐ Microfilm		Alphabetical	Microfilm Reel(s)		
Legal Size Computer Tape		Numerical	Computer Tape(s)		
Audio Tape 🛛 Floppy Disk		Chronological	Other (specify)		
		Geographical	10. Annual Accumulation		
Bound Book Video Tape			Number File Drawer(s)		
Other (specify)		Other (specify)	Microfilm Reel(s)		
			Computer Tape(s) Other (specify)		
11. File is Used		12. File Becomes Inactive After			
Daily Weekly Monthly An	nually	Number Month(s)] Year(s)		
	,				
13. Current Location(s) (Bldg., Floor, Room) MES headquarters		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Yes No					
		🗌 None 🛛 State 🖾 Federal 🗌	Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention			
Yes No		Retain for 10 years from	n close of audit, then destroy		
19. Name and Title of Preparer		20. Telephone Number	21. Date		
William Serin, Internal Auditor		410-729-8213 April 19, 2013			

Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275	PAGE 17 OF77
	Jessup, Maryland 20794 410-799-1930	
1. Department/Agency	2. Division	3. Unit
Maryland Environmental Service	Administration	Grants
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed and used as a unit for	reference as well as retention and disposition purposes.
4. Record Series Title		5. Earliest Year/Latest Year
MES Grants		<u>2005</u> to <u>2013</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.)		

Grants and loans awarded to MES (Federal, State, Foundation, Private and corporate). File includes: all proposals and grant and loan applications; notices of grant and loan award; grant and loan amendments; interim progress and financial reports; final progress and financial reports; audits; resolution of audit findings; notices of grant and loan closeout; and contact information used in the solicitation and award of federal, state, foundation, private and corporate grants and loans.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
		<u>3</u>
🛛 Letter Size 🔲 Microfilm	Alphabetical	Number
🛛 Legal Size 🛛 Computer Tape	Numerical	Microfilm Reel(s)
		Computer Tape(s)
Audio Tape Floppy Disk	Chronological	Other (specify)
Bound Book Video Tape	Geographical	10. Annual Accumulation
		<u>1</u>
Other (specify)	Other (specify)	Number
Other (specify)		File Drawer(s)
		Microfilm Reel(s)
		Computer Tape(s)
		Other (specify)
11. File is Used	12. File Becomes Inactive After	
Daily Weekly Monthly Annually	5 Number Month(s) [0]	√ Year(s)
		Z (cal(3)
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere	e? (If yes, specify agency or office.)
MES Headquarters	Yes 🛛 No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
Yes No		
	None State Federal	Independent
17. Is an Index System used? If yes, explain briefly and describe requirements		
Yes No	18. Recommended Retention	
	Retain for 5 years from	date of grant closeout, then destroy.
		aate er grant bioboodt, then doorby.
19. Name and Title of Preparer	20. Telephone Number	21. Date
Ted Kluga, Grants Administrator	410-729-8206	5/1/13
i ca ranga, cranto ranninotrator		0/1/10

a contraction of the second					
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECOR 7275 V	IENT OF GENERAL SERVICES DS MANAGEMENT DIVISION Vaterloo Road, P.O. Box 275 essup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE18 OF77		
1. Department/Agency	2. Division		3. Unit		
Maryland Environmental Service	Adminis	tration	Procurement		
DEFINITION: RECORD SERIES: A group of relate	l d records nor	mally filed and used as a unit for re	ference as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year		
Procurement Bid Files (procuremen	ts over \$1	0К)	<u>2007</u> to		
6. Record Series Description (Briefly describe the series.) Purpose: track and monitor agency's transmittals, MDE goal worksheets, or bidders/offerors holders list, question closed, the file also contains: corresp bidders form, recommendation to aw participation/waivers.	s competit original bio ns/clarifica oondence	ive procurements over \$1 d/proposal package, adde tions from contractors for with apparent low bidder/	0K. Files include: project approval, inda, advertisements, prospective all bids/proposals received. Once successful offeror, responsiveness of		
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm		Alphabetical	20 Number		
			File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
Legal Size Computer Tape		🛛 Numerical			
Audio Tape Floppy Disk		🛛 Chronological			
Bound Book Video Tape		Geographical	10. Annual Accumulation		
⊠ Other (specify)_Laserfiche document im	naging	Other (specify)	5 Number ⊠ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used		12. File Becomes Inactive After			
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌 An	nually	3 Number ⊠ Month(s) □ Year(s)			
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements ☐ None ⊠ State ⊠ Federal ⊠ Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention			
🗌 Yes 🛛 No		Retain for 5 years from	date of closing, or until all audit		
		requirements have been			
19. Name and Title of Preparer		20. Telephone Number	21. Date		
Kelly Ryan,		410-729-8510	5/1/13		
Assistant Chief of Procurement & Contracts					

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 PAGE19 OF77
1. Department/Agency	2. Division	410-799-1930	3. Unit
		1	
Maryland Environmental Service	Administ	ration	Procurement
DEFINITION: RECORD SERIES: A group of related	records norr	nally filed and used as a unit for re	ference as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
Contract Files			<u>1971</u> to
6. Record Series Description (Briefly describe the ty	pes of inform	ation/documents/forms found in th	e series. Include the purpose or function of the
series.)			
Agency contract files contain original	executed	contract with each client	and/or customer, as well as
specifications for work to be performe			
	u under u		spondence relating to the execution
and performance of the contract.			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm		Alphabetical	10 Number
			File Drawer(s)
🛛 Legal Size 🗌 Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronological		Computer Tape(s) Other (specify)_Laserfiche
Bound Book Video Tape		Geographical	10. Annual Accumulation
		Other (specify)	2 Number
⊠ Other (specify)_Laserfiche document ima	aging		File Drawer(s)
			Microfilm Reel(s) Computer Tape(s)
			Other (specify)_ Laserfiche
11. File is Used		12. File Becomes Inactive After	
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌 Annu	Jally	Number Month(s)] Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere	? (If yes, specify agency or office.)
MES Headquarters		🗌 Yes 🛛 No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
🗌 Yes 🛛 No			
		🗌 None 🛛 State 🖾 Federal 🛛	Independent
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recommended Retention	
Yes No		Retain for 10 years after	r contract expires, and until all audit
		requirements have beer	
19. Name and Title of Preparer		20. Telephone Number	21. Date
Kelly Ryan,		410-729-8510	5/1/13
Assistant Chief of Procurement & Contract	cts		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division		AGENCY RECORDS INVENTORY PAGE20 OF77 3. Unit		
Maryland Environmental Service	Administ	tration	Procurement		
4. Record Series Title	a records nor	maily filed and used as a unit for re	ference as well as retention and disposition purposes. 5. Earliest Year/Latest Year		
PURCHASE ORI	DERS		2000 to		
	2110				
6. Record Series Description (Briefly describe the t series.)	types of inforn	nation/documents/forms found in th	e series. Include the purpose or function of the		
Copies of Direct Purchase Orders an	nd Written	Purchase Orders with su	pporting documentation.		
These files are used for reference, re					
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume		
Letter Size Microfilm		Alphabetical	Number		
			File Drawer(s)		
Legal Size Computer Tape		Numerical	Microfilm Reel(s) Computer Tape(s)		
Audio Tape Floppy Disk		Chronological	Other (specify)LF		
Bound Book Video Tape		Geographical	10. Annual Accumulation		
Other (specify) Laserfiche (LF)		Other (specify)	Number		
	2		File Drawer(s) Microfilm Reel(s)		
			Computer Tape(s)		
			Other (specify)		
11. File is Used		12. File Becomes Inactive After			
Daily Weekly Monthly Ann	nually	Number Month(s) Xear(s)			
13. Current Location(s) (Bldg., Floor, Room)		14 Is Record Sarias Dunlicated Elsewhere? //f vas. specify agency or office \			
Headquarters		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ⊠ Yes □ No MES Accounts Payable			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Yes 🛛 No		None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention			
□ ^{Yes} ⊠ ^{No} Laserfiche, Fiscal Year: PO Number with	in	Retain for 5 years, then	destroy.		
Vendor Name					
19. Name and Title of Preparer		20. Telephone Number	21. Date		
Dale H. Rose Jr., Senior Buyer		410-729-8506	5/1/13		

Instructions – Type or Print a separate form for	DEPARTM	ENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECOR	OS MANAGEMENT DIVISION		
with Records Retention Schedule (DGS 550-1)	7275 W	/aterloo Road, P.O. Box 275		
		essup, Maryland 20794	PAGE21 OF77	
		410-799-1930		
1. Department/Agency	2. Division		3. Unit	
Maryland Environmental Service	Administ	ration	Procurement	
	/ (01111110)	adon		
DEFINITION: RECORD SERIES: A group of relate	ed records nor	mally filed and used as a unit for re	ference as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
Equipment & Supply BID Files			2000 to	
		1		
6. Record Series Description (Briefly describe the				
series.) Copies of all BIDs for equipment and s				
Invitation for Bid, Scope of Work, Spec				
Correspondence and Addendums, Ead			ase Order. Historical record used	
For research, answering inquiries, and	preparing futu	ure Bids.		
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	
Letter Size Microfilm		Alphabetical	Number	
			File Drawer(s)	
Legal Size Computer Tape		🛛 Numerical	Microfilm Reel(s)	
		Chronological	Computer Tape(s) Other (specify)	
Audio Tape Floppy Disk				
Bound Book Video Tape	1.1.1.1	Geographical	10. Annual Accumulation	
Other (specify) Laserfiche (LF)		Other (specify)	Number	
			File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s) Other (specify)LF	
11. File is Used		12. File Becomes Inactive After		
Daily Weekly Monthly An	nually	Number Month(s)	Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere	? (If yes, specify agency or office.)	
Headquarters		Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
		None State Federal	Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention		
Yes No				
		Retain for 5 years, then de	estroy.	
Laserfiche Fiscal Year: Bid ID Number				
19. Name and Title of Preparer		20. Telephone Number	21. Date	
Dale H. Rose Jr., Senior Buyer		410-729-8506	4/16/13	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY						
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		MARYLAND 20794 10) 799-1930	Page22 of77						
1 DEPARTMENT/AGENCY Maryland Environmental Service	2 DIVISION Administration		3 UNIT Information Technology						
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			5 EARLIEST YEAR/LATEST YEAR						
Computer Backup Files – Network, M	onthly								
	5		TO						
6 INPUT - Identify source of information to	he entered	7 OUTPUT - Identify the I	use/s of information generated by system						
o INFOT - Identity source of information to	be entered		users of mormation generated by system						
MES employees and agents		MES employees and age	nts						
8 ELECTRONIC RECORD SERIES DESCR			/documents/forms purpose and function of the system.						
This series contains all Microsoft Office docu	ments and email	. It also contains files pert	aining to other specialized software used						
at MES. The main purpose of the system is t	to save all netwo	rk records.							
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.							
The data can be accessed by the Network M	anager Deputy	CEO_CEO and other desig	nated employees						
The data can be accessed by the Network in	anager, Deputy		nated employeee.						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM						
	als at UO								
Updated monthly. Daily/nightly backup to Di	sk at HQ.								
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit									
Tapes are stored in fire proof safe at MES he 6 months. Years tapes are kept for 5 years a			on Mountain. Monthly tapes are kept for						
12 RECOMMENDED RETENTION Retain for 5 years, and until all audit requirem	nents have been	fulfilled, then destroy.							
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE						
PREPARER Nicholas Kuba	410-729-8651		8/7/13						
16 TITLE OF PREPARER Chief of IT									

DGS 550-6

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04			Page23 of77
1 DEPARTMENT/AGENCY Maryland Environmental Service	2 DIVISION Administration		3 UNIT Information Technology
DEFINITION – Record Series - A group of re and disposition		ed electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE Computer Backup Files – JD Edward			5 EARLIEST YEAR/LATEST YEAR
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system
MES employees and agents		MES employees and agents	
8 ELECTRONIC RECORD SERIES DESCR			n/documents/forms purpose and function of the system.
The main purpose of the JD Edwards system keeps records pertaining to all transactions a	n is to keep Finar	ncial, Human Resources, a	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	y if established in writing.	
Online data can be accessed by employee b manager, Deputy CFO, CFO and other desig			tored data can be accessed by DP
10 UPDATING CYCLES OR CONDITIONS	AND RULES FC	R REVISING INFORMATI	ON IN THE SYSTEM
Online data is updated daily. Daily/nightly b	backup to Disk at	t HQ.	
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit			
Tapes are stored in fire proof safe at MES he 6 months. Years tapes are kept for 5 years a			on Mountain. Monthly tapes are kept for
12 RECOMMENDED RETENTION Retain for 20 years, then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHC	DNE NUMBER	15 DATE

PREPARER Nicholas Kuba	410-729-8651	8/7/13	
16 TITLE OF PREPARER Chief of IT			

DGS 550-6

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division		AGENCY RECORDS INVENTORY PAGE24 OF77 3. Unit	
Maryland Environmental Service	Administ	rative Services		
DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title	d records norn	nally filed and used as a unit for re	ference as well as retention and disposition purposes. 5. Earliest Year/Latest Year	
L.E.E.D. Certification & Credit			_2002 to	
L.L.D. Gennealon & Great				
6. Record Series Description (Briefly describe the transmission)L.E.E.D. (Leadership in Energy and MES submission to the U.S. Green E	Environme	ental Design) Certificatior	e series. Include the purpose or function of the and Credit. Documentation supporting	
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	
🛛 Letter Size 🔲 Microfilm		Alphabetical	1 Number	
Legal Size Computer Tape		Numerical	File Drawer(s) Microfilm Reel(s)	
			Computer Tape(s)	
Audio Tape Floppy Disk		Chronological	Other (specify)	
Bound Book 🗌 Video Tape		Geographical	10. Annual Accumulation	
Other (specify)		Other (specify) By LEED Credits	Number Pile Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used		12. File Becomes Inactive After		
🗌 Daily 🗌 Weekly 🛛 Monthly 🗌 Anr	nually	_5 Number	Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters		14. Is Record Series Duplicated Elsewhere	? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No		16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention		
🗌 Yes 🛛 No	Retain for 5 years, then		destroy.	
19. Name and Title of Preparer		20. Telephone Number	21. Date	
Frank Babusci, Chief Administrative Ser	vices	410-729-8215	5/1/13	
DGS 550-4 (Rev. 1/93)				

Instructions – Type or Print a separate form for	DEPARTMENT OF GENER		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEME			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P		PAGE25 OF77	
	Jessup, Maryland 410-799-1930	20794		
1. Department/Agency	2. Division		3. Unit	
			S. Ont	
Maryland Environmental Service	Administrative Service	ces		
	a records normally filed and us	sed as a unit for ref	Frence as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
Substance Abuse Records			<u>1999</u> to	
6. Record Series Description (Briefly describe the t	pes of information/documents	s/forms found in the	e series. Include the purpose or function of the	
series.)	()			
		al varalar de	fination tool outboring tool	
Substance abuse records: records of	employee and medic	ai vendor noti	lication, test authorizations, test	
results, chain of custody.				
7. Record Series Format(s) List all	8. Record Series Se	equence	9. Volume	
			1 Number	
Letter Size Microfilm	Alphabetical		Number	
Legal Size Computer Tape	Numerical		Microfilm Reel(s)	
			Computer Tape(s)	
Audio Tape Floppy Disk	Chronological		Other (specify)	
Bound Book Video Tape	Geographical	-	10. Annual Accumulation	
	Other (specify)		Number	
Other (specify)			File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11. File is Used	12. File Becomes I	nactive After		
	5			
Daily Weekly Monthly Ann	ually Number	Number Month(s) Xear(s)		
13. Current Location(s) (Bldg., Floor, Room)			? (If yes, specify agency or office.)	
MES Headquarters	Yes [No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirer	nents		
Yes No				
Employee medical information	🗌 None 🖂	None 🛛 State 🖾 Federal 🗌 Independent		
17. Is an Index System used? If yes, explain briefly and describe	equirements 18. Recomme	ended Retention		
🗌 Yes 🛛 No			de aturas a	
	Retain for	5 years, then	destroy.	
19. Name and Title of Preparer	20. Telephone	Number	21. Date	
Frank Babusci, Chief Administrative Ser			5/1/13	
Train Dabusci, Oner Aurimistrative Ser	410-729-02	10	0/1/10	

Instructions –Type or Print a separate form for	DEPART	IMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	RDS MANAG	GEMENT DIVI	SION		
vith Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	oad, P.O. Box	275	PAGE 26 OF 77	
	Jessup, Maryland 20794 410-799-1930					
I. Department/Agency	2. Divisio	n			3. Unit	
Maryland Environmental Service	Admini	stration			Human Resources	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Employee Person	nel Files			1999	lo 2012	
6. Record Series Description (Briefly describe the	types of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
^{series.)} Upon selection for employment with the	Marvland	Environm	ental Servi	ce, eithe	r as a new hire, transfer, reinstatement	
					some of the following documents at hire	
and during continued employment: Emp						
forms, Position action requests(PAR), P	erformand	ce apprais	als, Training	g certific	ates, Employment contract, etc.	
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume			
Letter Size Microfilm		X Alphabetica	1	Number 1 X File Dra		
× _				Microfil		
X Legal Size Computer Tape		Numerical			ter Tape(s)	
Audio Tape Floppy Disk		Chronologi	cal	Other (specity)	
Bound Book Video Tape		Geographic	cal	10. Annual Number	Accumulation0	
			-16.0	X File Dra	wer(s)	
X Other (specify) Laserfiche		Other (spec	city)		/icrofilm Reel(s)	
					ter Tape(s)	
				Other (specify)	
11. File is Used			12. File Becom Number	Contract of the second s	ter: See #18 Aonth(s)	
X Daily Weekly Monthly An	nually		Humber			
13. Current Location(s) (Bldg., Floor, Room) Human Resources Department, MES, 1 st floor			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
⊠ Yes State Gov 10-616 □ No		None	State C			
		None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recom	mended R	letention		
□ Yes X No		Retain for five years after employee terminates,				
			then des	-	, , , , , , , , , , , , , , , , , , ,	
19. Name and Title of Preparer		20 Teleph	one Number	21. Date		
Sandra Westervelt, Human Resources Generalist		410-729-82		May 1, 2		
canala fronterion, numan resources Generalisi		-10-125-02		ividy 1, 2	.010	

			1
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE	RVICES AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930	ISION	
1. Department/Agency	2. Division	3. Unit	
Maryland Environmental Service	Administration	Human Resources	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed and used as	a unit for reference as well as retention and disposition	
4. Record Series Title		5. Earliest Year/Latest Year	
Employee Medic	cal Files	1999 to 2012	
series.) Upon selection for employment within th or temporary employee, a medical file is	e Maryland Environmental Se prepared. This file may conta	found in the series. Include the purpose or function of the rvice either as a new hire, transfer, reinstateme ain all or some of the following documents at hir th benefit enrollments and changes, Sick leave	ent ire
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume Number 16	
X Letter Size 🔲 Microfilm	X Alphabetical	X File Drawer(s)	
Legal Size Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s) Other (specify)	
Audio Tape Floppy Disk	Chronological		
Bound Book Video Tape	Geographical	10. Annual Accumulation0 Number	
X Other (specify) Laserfiche	Other (specify)	X File Drawer(s)	

X Other (specif y	Laserfiche

11. File is Used X Daily Weekly Monthly Annually	12. Fi Numb	er Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) Human Resources Department, MES, 1 st floor		Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		udit Requirements , None 🔲 State 🔲 Federal 🗌 Independent
17. Is an Index System used? If yes, explain briefly and describe requirements $\hfill\square$ Yes $\hfill X$ No		Recommended Retention tain for five years after employee terminates, n destroy
19. Name and Title of Preparer Sandra Westervelt, Human Resources Generalist	20. Telephone Nur 410-729-8231	mber 21. Date May 1, 2013

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		ISION	AGENCY RECORDS INVENTORY	
1. Department/Agency	2. Division	799-1930		3. Unit	
Maryland Environmental Service	Administration			Human Resources	
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally file	d and used as a	a unit for re	I ference as well as retention and disposition	
4. Record Series Title Personnel Records				st Year/Latest Year to 2012 -	
6. Record Series Description (Briefly describe the ty series.) These files contain documents processed Tuition and out service training records, S information, Candidate selection packets	d in Human Reso Salary and survey	urces for sal	ary, bene	efit, training, and grievance programs:	
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume Number 4		
X Letter Size Microfilm	X Alphabeti	cal	X File Dra	wer(s)	
X Legal Size Computer Tape	Numerical		Microfil Compu Other (ter Tape(s)	
Audio Tape Floppy Disk Bound Book Video Tape	Chronological		10. Annual Number	Accumulation0	
X Other (specify) Laserfiche	D Other (sp	Other (specify)		X File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) Laserfiche	
11. File is Used	I	12. File Becom	l nes Inactive Af	ter:	
Daily Weekly X Monthly Annu	ally	Number -0-	□.	Month(s) 5 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Human Resources Department, MES, 1 st floor		14. Is Record S	Series Duplica X No	ted Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes State Gov 10-616 No		16. Audit Req			
		None	X State] Federal X independent	
17. Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recom Retain f		ears, then destroy	
19. Name and Title of Preparer Sandra Westervelt, Human Resources Generalist	20. Telep 410-729-8	II hone Number 3231	21. Date May 1, 2		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division	AGENCY RECORDS INVENTORY PAGE29 OF77 3. Unit		
Maryland Environmental Service	Administration	Safety		
DEFINITION: RECORD SERIES: A group of relater 4. Record Series Title Facility Inspections 6. Record Series Description (Briefly describe the tr series.) Facility safety inspections with noted	ypes of information/documents/forms found in th			
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume 		
Legal Size Computer Tape Audio Tape Floppy Disk	Chronological	Microfilm Reel(s) Computer Tape(s) Other (specify)_Laserfiche		
Bound Book Video Tape	Geographical	10. Annual Accumulation		
⊠ other (specify)_Laserfiche Document Imaging System	Cther (specify)	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)Laserfiche		
11. File is Used	12. File Becomes Inactive After			
🗌 Daily 🗌 Weekly 🛛 Monthly 🗌 Ann	ually Number ☐ Month(s) ⊠ Year	(s)		
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters	14. Is Record Series Duplicated Elsewhere? (If y	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ☑ No □ Yes ☑ None		bendent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes	18. Recommended Retention Retain for 30 years, then de	estroy.		
19. Name and Title of Preparer Susan P. McCauley Chief of Safety	20. Telephone Number 410-729-8225	21. Date April 30, 2013		

DGS	550-4	(Rev.	1/93)	

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 410-799-1930	AGENCY RECORDS INVENTORY PAGE30 OF77
1. Department/Agency	2. Division	3. Unit
Maryland Environmental Service	Administration	Safety
	d records normally filed and used as a unit for re	ference as well as retention and disposition purposes.
4. Record Series Title		5. Earliest Year/Latest Year
First Report of Injury		<u>1984</u> to
6. Record Series Description (Briefly describe the t	ypes of information/documents/forms found in th	e series. Include the purpose or function of the
series.)		
First Reports of injury including empl	oyee, witness, supervisory, and me	edical documentation.
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
🛛 Letter Size 🔲 Microfilm	Alphabetical	Number
		File Drawer(s)
Legal Size Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s)
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche
Bound Book Video Tape	Geographical	10. Annual Accumulation
Other (specify)_Laserfiche Document Imaging	Other (specify)	Number
System		☐ File Drawer(s) ☐ Microfilm Reel(s)
		Computer Tape(s)
		Other (specify)Laserfiche
11. File is Used	12. File Becomes Inactive After	
🗌 Daily 🗌 Weekly 🛛 Monthly 🗌 Ann	nually Number	s)
		-,
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters	. 14. Is Record Series Duplicated Elsewhere? (If y	es, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
Yes Medical Records No		
a de la constante de	None 🗌 State 🔲 Federal 🗌 Indep	endent
17. Is an Index System used? If yes, explain briefly and describe 18. Recommended Retention		
requirements Retain for 30 years, then		estroy.
	,,,,,,	
19. Name and Title of Preparer	20. Telephone Number	21. Date
Susan P. McCauley	410-729-8225	April 30, 2013
Chief of Safety		

Instructions -Type or Print a separate form for each new or version excert descut seles. Forward with Records Retention Schedule (DGS 590-1) DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DVISION ZUSWarden Read-D, C. DeS 27 Jussapp, Manyland 20094 (common 20094) A deter CHECORDS MANAGEMENT DVISION Zusward Retention Schedule (DGS 590-1) 1. Department/Agency 2. Division 3. Unit Administration 3. Unit Safety DEFINITION: RECORD SERIES: A proop of related records normally filed and used as a unit for reference as well as referition and disposition purposes. 4. Record Series Description (Briefly describe the types of information/documental/forms found in the series. Include the purpose or function of the series.) 4. Record Series Description (Briefly describe the types of information/documental/forms found in the series. Include the purpose or function of the series.) 2. Record Series Description (Briefly describe the types of information/documental/forms found in the series. Include the purpose or function of the series.) 2. Record Series Description (Briefly describe the types of information/documental/forms found in the series. Include the purpose or function of the series.) 2. Record Series Description (Briefly describe the types of information/documental/forms found in the series. Include the purpose or function of the series.) 2. Record Series Description (Briefly describe the types of information/description) Information 2. Record Series Description (Briefly describe the types) Information 2. Record Series Description (Briefly describe the types) Information<			
Image: constraints of the service of the se	each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275	
Maryland Environmental Service Administration Safety DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unif for reference as well as retention and dispation purposes. 5. Earliest YearLatest Year			
Maryland Environmental Service Administration Safety DEFINITION: RECORD SERIES: A group of related records normally fied and used as a unit for reference as well as retention and disposition purposes. 5. Earliest YearLatest Year 4. Record Series Title	1. Department/Agency		3. Unit
DEFINITION: NECORD 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 Vehicle & Equipment Accidents 5. Earliest YearLatest Year 2008		Administration	Safaty
4. Record Series Title 5. Earliest YearLatest Year 2008 to 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) 10. Earliest YearLatest Year Vehicle and equipment accident reports, including employee, witness, and repairs to MES vehicles and equipment. 8. Record Series Sometry, including employee, witness, and repairs to MES vehicles and equipment. 2. Rocod Series Computer Tape 8. Record Series Sometry 8. Volume 1. Later Sea Meedian 9. AvaidateCod 9. Wolffer 1. Source Book Yower Tape 9. AvaidateCod 9. Avaidate Rower(b) 1. Source Book Yower Tape 9. AvaidateCod 9. Avaidate Rower(b) 1. Source Book Yower Yeer(b) 9. AvaidateCod 9. Avaidate Rower(b) 1. Source Book Yeer(cody) 10. Avaidate Rower(b) 9. Avaidate Rower(b) 2. Oner (peediy) Laserfiche 0. Convert (peediy) 4. Source Rower(b) 9. Avaidate Rower(b) 3. Source Rower(b) <td>Maryland Environmental Service</td> <td>Auministration</td> <td>Salety</td>	Maryland Environmental Service	Auministration	Salety
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series.) Vehicle and equipment accident reports, including employee, witness, and supervisory reports, and repairs to MES vehicles and equipment. 7. Record Series Formation 0. Vehicle 1. Convert Sace 0. Volume 1. Later Sace 0. Volume 1. Later Sace 0. Oropoint Tape 1. Later Sace 0. Compoint Tape 1. Context (speedby) 1. Exercite Sace 1. Sound Book Vision Tape 1. Sound Book 1. Second Senses Intactive After 1. Date Number 1. Late Sace Sense Intactive After Number 1. Late Sace Sense Intactive After Number 1. Late Sace Sense Intactive After Number 1. Sources Restrictions (If Vene, cole Law(s) & Requisition(s) 1. Late Record Senses Dapidated Elsembers? 1. Sources Restrictions (If Vene, cole Law(s) & Requisition(s) 1. Late Record Sensense Independenten	venicie a Equipment Accidents	<u>a</u> .	
Letter Size Mucofilm Logal Size Computer Tape	^{series.)} Vehicle and equipment accident repo		
State Size Microfin Logial Size Computer Tape Logial Size Computer Tape Audio Tape Poppy Diak Bound Book Other (specify) Bound Book Other (specify) Computer Tape Geographical Oner (specify) Laserfiche Document Imaging System Other (specify) System I.2. File Becomes Inactive After Daily Weekly Monthin Annually 11. File is Used 1.2. File Becomes Inactive After Daily Weekly I.3. Current Location(s) (Bidg, Floor, Room) MES Headquarters 13. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.4. Is Record Series Duplicated Elsewhere? I.5. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s) I.6. Access Restrictions (If Yee, cite Law(s) & Regulation(s)			
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Audio Tape Floppy Disk. Bound Book Video Tape Geographical 10. Annual Accumulation Other (specify)_Laserfiche Document Imaging Other (specify) System Other (specify) System 0 Other (specify) I. File Drawer(s) Number Bound Book 0 Other (specify) System 0 Other (specify) System 10. Annual Accumulation Number File Drawer(s) Bound Book 0 Other (specify) System 0 Other (specify) System 12. File Becomes Inactive After Number Number Number Number Number Number Status Nonth(s) Number Number I. Surrent Location(s) (Bidg, Ficor, Room) MES Headquaters 14. Is Record Series Duplicated Elsewhere? I. San Index System used? If yes, explain briefly and describe 16. Audit Requirements I. Yes No I. I. san Index System used? If yes, explain briefly and describe Pagainements I. Yes No 18. Recommended Retention Retain for 5 years, then destry. 19. Name and Title of Preparer Susan P. McCauley 20. Telephone Number 21. Date April 30, 2013			
Audio Tape Flopy Disk Bound Book Video Tape Other (specify)_Laserfiche Document Imaging System System 1. Flie Drawer(s) Daily Weeky Monthiy Anumber 13. Current Location(s) (Bdg, Floor, Room) 14. Is Record Series Duplicated Elsewhere? 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 16. AddR Requirements No 17. Is an Index System used? If yes, explain briefly and describe requirements Yes Yes No 18. Recommended Retention Retain for 5 years, then destroy. 19. Name and Title of Preparer Susan P. McCauley 20. Telephone Number 21. Date April 30, 2013	Legal Size Computer Tape	Numerical	Microfilm Reel(s)
Bound Book Video Tape Other (specify) Laserfiche Document Imaging System Other (specify) Other (specify) Bound Book Other (specify) Image: Specify Specify System Image: Specify Specify 11. File is Used Image: Specify Specify Image: Specify Specify Image: Specify Specify Image: Specify Specify Image: Specify Specify Specify 13. Current Location(s) (Bidg, Floor, Room) MES Headquarters Image: Specify Specify agency or office.) 14. Is Record Series Duplicated Elsewhere? If yes Specify agency or office.) 15. Access Restrictions (If Yas, etc Law(s) & Regulation(s) Image: Specify agency or office.) 17. Is an Index System used? If yes, explain briefly and describe Image: Specify agency or office.) 17. Is an Index System used? If yes, explain briefly and describe Image: Specify agency or office.) 17. Is an Index System used? If yes, explain briefly and describe Image: Specify agency or office.) 17. Is an Index System used? If yes, explain briefly and describe Image: Specify agency or office.) 17. Is an Index System used? If yes, explain briefly and describe Image: Specify agency or office.) 19. Name and Title of Preparer 20. Telephone Number 20. Telephone Number 21. Date April 30, 2013 April 30, 2013			
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System File Drawer(s) System File Drawer(s) In File is Used Incrodim Reel(s) In Current Location(s) (Bidg., Floor, Room) MES Headquarters Incrodim Requirements In Ves In No No In State Federal Independent In State State In State State In State State In State State <td>Bound Book Video Tape</td> <td>Geographical</td> <td>10. Annual Accumulation</td>	Bound Book Video Tape	Geographical	10. Annual Accumulation
System Image: Image	Other (specify) Laserfiche Document Imaging	Other (specify)	Number
I. File is Used □ Computer Tape(s) ○ Other (specify)Laserfiche			
11. File is Used 12. File Becomes Inactive After	- Cystem		
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13. Current Location(s) (Bidg., Floor, Room) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 19. Name and Title of Preparer 20. Telephone Number 21. Date April 30, 2013		wally Number Month(s) X Year(5)
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MES Headquarters I Yes INO 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) I Yes INO 16. Audit Requirements I None I State I Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements I Yes INO 18. Recommended Retention Retain for 5 years, then destroy. 19. Name and Title of Preparer Susan P. McCauley 20. Telephone Number 410-729-8225 21. Date April 30, 2013	13 Current Location(s) (Bldg Eloor Room)	14 Is Record Series Duplicated Elsewhere? (If v	es specify agency or office)
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□ Yes⊠ No□ Mone□ Independent17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes18. Recommended Retention Retain for 5 years, then destroy.19. Name and Title of Preparer20. Telephone Number 410-729-822521. Date April 30, 2013			
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17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No18. Recommended Retention Retain for 5 years, then destroy.19. Name and Title of Preparer Susan P. McCauley20. Telephone Number 410-729-822521. Date April 30, 2013		None 🗌 State 🗌 Federal 🗌 Indep	endent
requirements Retain for 5 years, then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date Susan P. McCauley 410-729-8225 April 30, 2013			
requirements Retain for 5 years, then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date Susan P. McCauley 410-729-8225 April 30, 2013			
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19. Name and Title of Preparer20. Telephone Number21. DateSusan P. McCauley410-729-8225April 30, 2013		Retain for 5 years, then des	troy.
Susan P. McCauley 410-729-8225 April 30, 2013			
Susan P. McCauley 410-729-8225 April 30, 2013			
Susan P. McCauley 410-729-8225 April 30, 2013			
		20. Telephone Number	
Chief of Safety	Susan P. McCauley	410-729-8225	April 30, 2013
	Chief of Safety		

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 410-799-1930	AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Division	3. Unit		
	Administration	Safety		
Maryland Environmental Service	Administration	Salety		
DEFINITION: RECORD SERIES: A group of related	records normally filed and used as a unit for re	ference as well as retention and disposition purposes.		
4. Record Series Title		5. Earliest Year/Latest Year		
Regulatory Reporting		<u>1988</u> to		
6. Record Series Description (Briefly describe the ty	pes of information/documents/forms found in th	e series. Include the purpose or function of the		
series.)				
Chemical information lists of hazardo	us substances contained at facilitie	es. SARA Tier Two forms of extremely		
hazardous substances above the three	esholu level contained at lacilities.			
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume		
Letter Size Microfilm	Alphabetical	Number		
Legal Size Computer Tape	Numerical	File Drawer(s) Microfilm Reel(s)		
		Computer Tape(s)		
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche		
Bound Book Video Tape	Geographical	10. Annual Accumulation		
⊠ Other (specify)_Laserfiche Document Imaging	Other (specify)	Number		
System		File Drawer(s)		
		Microfilm Reel(s) Computer Tape(s)		
		Other (specify)Laserfiche		
11. File is Used	12. File Becomes Inactive After			
🗌 Daily 🗌 Weekly 🖂 Monthly 🗌 Annu	ually Number 🗌 Month(s) 🛛 Year((2		
		al		
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If y	es, specify agency or office.)		
MES Headquarters	Yes 🛛 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements			
🗌 Yes 🛛 No				
	None State Federal Indep	endent		
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention	18. Recommended Retention		
Yes No	Retain for 40 years, then de	stroy.		
19. Name and Title of Preparer	20. Telephone Number	21. Date		
Susan P. McCauley	410-729-8225	April 30, 2013		
Chief of Safety				

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward				
	RECORDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275	PAGE33 OF77		
	Jessup, Maryland 20794			
	410-799-1930			
1. Department/Agency	2. Division	3. Unit		
Maryland Environmental Service	Administration	Safety		
DEFINITION: RECORD SERIES: A group of relate	d records normally filed and used as a unit for re	ference as well as retention and disposition purposes.		
4. Record Series Title		5. Earliest Year/Latest Year		
Physicals – HAZMAT		to		
6. Record Series Description (Briefly describe the t	types of information/documents/forms found in th	e series. Include the purpose or function of the		
series.)				
Employee files of HAZMAT physicals	s for evaluation of potential exposur	e.		
	· · · · · · · · · · · · · · · · · · ·			
7. Descrit Order Francisco Lint - 1	0. Description Description	0. Victoria		
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume		
Letter Size Microfilm	Alphabetical	Number		
		File Drawer(s)		
Legal Size Computer Tape	Numerical	Microfilm Reel(s)		
		Computer Tape(s)		
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche		
Bound Book Video Tape	Geographical	10. Annual Accumulation		
Other (specify)_Laserfiche Document Imaging	Other (specify)	Number		
System		File Drawer(s)		
		Computer Tape(s)		
		Other (specify)Laserfiche		
11. File is Used	12. File Becomes Inactive After			
	$\frac{30}{1000}$			
🗌 Daily 🗌 Weekly 🛛 Monthly 🗌 Anr	nually Number Donth(s) Year(
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If y	es, specify agency or office.)		
MES Headquarters	Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements			
Yes Medical records No				
	None 🗌 State 🗌 Federal 🗌 Indep	endent		
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention			
requirements	Retain for 30 years from tim	e employee leaves MES, then destroy.		
		e employed isardo meo, mon douby.		
10 Name and Title of Property	20 Tolophone Number	21 Data		
19. Name and Title of Preparer	20. Telephone Number	21. Date		
Susan P. McCauley	410-729-8225	April 30, 2013		
Chief of Safety				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title MOSH Inspections	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Administration d records normally filed and used as a unit for re	AGENCY RECORDS INVENTORY PAGE34 OF77 3. Unit Safety eference as well as retention and disposition purposes. 5. Earliest Year/Latest Year008 to
6. Record Series Description (Briefly describe the tr series.) Facility inspection files of MOSH insp		
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)_Laserfiche Document Imaging System	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)	9. Volume Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Ø Other (specify)_Laserfiche 10. Annual Accumulation
11. File is Used □ Daily Weekly Monthly Ann 13. Current Location(s) (Bldg., Floor, Room) MES Headquarters 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No	12. File Becomes Inactive After	res, specify agency or office.)
 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No 19. Name and Title of Preparer Susan P. McCauley Chief of Safety 	18. Recommended Retention Retain for 5 years, then des 20. Telephone Number 410-729-8225	21. Date April 30, 2013

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 410-799-1930	AGENCY RECORDS INVENTORY PAGE35 OF77
1. Department/Agency	2. Division	3. Unit
Maryland Environmental Service	Administration	Safety
DEFINITION: RECORD SERIES: A group of relate	d records normally filed and used as a unit for re	ference as well as retention and disposition purposes.
4. Record Series Title		5. Earliest Year/Latest Year
Safety Training		to
6. Record Series Description (Briefly describe the t	ypes of information/documents/forms found in th	e series. Include the purpose or function of the
series.)		
Employee training sign-in sheets for	regulatory and tailgate safety traini	ng.
A		· · · · · · · · · · · · · · · · · · ·
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
🔀 Letter Size 🗌 Microfilm	X Alphabetical	Number
Legal Size Computer Tape		File Drawer(s)
		Computer Tape(s)
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche
Bound Book Video Tape	Geographical	10. Annual Accumulation
Other (specify)_Laserfiche Document Imaging	Other (specify)	Number
System		File Drawer(s)
	n	Microfilm Reel(s)
	·	Other (specify)Laserfiche
11. File is Used	12. File Becomes Inactive After	
	<u>2</u>	
🗌 Daily 🗌 Weekly 🖾 Monthly 🗌 Anr	ually Number Month(s) Xear	(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters	14. Is Record Series Duplicated Elsewhere? (If y ☐ Yes	es, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
🗌 Yes 🛛 No		
	None State Federal Indep	endent
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention	
Yes No	Retain for 30 years, then de	estroy.
19. Name and Title of Preparer	20. Telephone Number	21. Date
Susan P. McCauley	410-729-8225	April 30, 2013
	I. C. LU OLLU	
Chief of Safety		

Instructions – Type or Print a separate form for	DEPARTM	IENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECOR	DS MANAGEMENT DIVISION	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275		PAGE <u>36</u> OF77
	J	essup, Maryland 20794 410-799-1930	
1. Department/Agency	2. Division	410-100-1000	3. Unit
Maryland Environmental Service	Adminis	trative	Environmental Compliance
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records no	rmally filed and used as a unit for r	eference as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year
Environmental Compliance Review I	Reports		2006 to
	.op on o		
6. Record Series Description (Briefly describe the	types of infor	mation/documents/forms found in tl	he series. Include the purpose or function of the
series.) Self-Auditing of facilities. Inspection findi	ngs and corre	ections.	
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm		Alphabetical	Number
Legal Size Computer Tape		Numerical	File Drawer(s)
			Computer Tape(s)
Audio Tape Floppy Disk		Chronological	Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
Other (specify) electronically		Other (specify)	Number
			File Drawer(s)
			Microfilm Reel(s) Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes Inactive After	
Daily Weekly Monthly Annually		Number Month(s)]Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere	? (If yes, specify agency or office.)
HQ			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
		🛛 None 🗌 State 🔲 Federal 🗌] Independent
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention	
🗌 Yes 🛛 No			
		Datain for 15 years that	destroy
		Retain for 15 years ther	ruesnoy.
19. Name and Title of Preparer		20. Telephone Number	21. Date
John Kane		410-729-8205	6/3/2013

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 410-799-1930 2. Division		AGENCY RECORDS INVENTORY PAGE OF77
1. Department/Agency	Adminis	trativo	3. Unit Environmental Compliance
Maryland Environmental Service	Adminis	trative	Environmental Compliance
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records no	rmally filed and used as a unit for r	eference as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year
Employee Training and Sign In Shee	et Material	s	2006to
6. Record Series Description (Briefly describe the series.) Training that is taught by Complianc			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm		⊠ Alphabetical	Number
Legal Size Computer Tape		Numerical	File Drawer(s) Microfilm Reel(s)
		Chronological	Computer Tape(s)
Audio Tape Floppy Disk			Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
Other (specify) electronically		Other (specify)	Number
			Microfilm Reel(s)
			Computer Tape(s) Other (specify)
11. File is Used		12. File Becomes Inactive After	
Daily Weekly Monthly An	qually	Number Month(s)	Vertic
	luany	Number Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) HQ		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes 🛛 No		🛛 None 🗌 State 🔲 Federal 🗌	Independent
17. Is an Index System used? If yes, explain briefly and describe	17. Is an Index System used? If yes, explain briefly and describe requirements		
		5 years	
19. Name and Title of Preparer		20. Telephone Number	21. Date
John Kane		410-729-8205	6/03/2013

	1		
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 410-799-1930		AGENCY RECORDS INVENTORY PAGE38 OF77
1 Department/Ageney	2 Division	410-735-1930	2 11014
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	Administ	trative	Environmental Compliance
DEFINITION: RECORD SERIES: A group of relate purposes.	FINITION: RECORD SERIES: A group of related records normally filed and used as a unit for r		
4. Record Series Title			5. Earliest Year/Latest Year
	i		2005 to
Employee Allegations and Complain	ts		2003 10
6. Record Series Description (Briefly describe the	types of inform	mation/documents/forms found in th	he series. Include the purpose or function of the
series.)			F - F
Internal Complaint and or Allegation	of complia	ance issues	
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm		X Alphabetical	Number
	- ^A - 1 - 1		File Drawer(s)
Legal Size Computer Tape		Numerical	Microfilm Reel(s)
			Computer Tape(s)
Audio Tape Floppy Disk		Chronological	Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
Other (specify) electronically		Other (specify)	Number
			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes Inactive After	
Daily Weekly Monthly Ani	nually	Number Month(s)] Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14 Is Record Series Duplicated Electron	2 (If use spacify adaptly or office)
		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes	
HQ			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes No			
		🛛 None 🗌 State 🔲 Federal 🗌	Independent
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention	
Yes No			
		Retain for 15 years ther	destroy
		retain for 15 years ther	ruestruy
19. Name and Title of Preparer		20. Telephone Number	21. Date
John Kane		410-729-8205	6/03/2013
- Contriction		+10-120-0200	0/00/2010

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 PAGE39 OF77
1 Department/Agency	410-799-1930		3. Unit
1. Department/Agency	2. Division		
Maryland Environmental Service	Administ	trative	Environmental Compliance
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records no	rmally filed and used as a unit for r	eference as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year
Signed Employee Certification State	ments		<u>2005</u> to
6. Record Series Description (Briefly describe the series.) Certifications of specialty training in o	S		
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
	1.1.1		Number
Letter Size Microfilm		X Alphabetical	Number
Legal Size Computer Tape		Numerical	Microfilm Reel(s)
Audio Tape Floppy Disk		Chronological	Computer Tape(s) Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
Other (specify) electronically		Other (specify)	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)
11. File is Used		12. File Becomes Inactive After	
11. File is 05eu			
Daily Weekly Monthly And	nually	Number Month(s)] Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes No		🛛 None 🗌 State 🔲 Federal 🗌	Independent
			1 maskaugur
17 Is an Index Custom used of free sector being sectors			
17. Is an Index System used? If yes, explain briefly and describe n ☐ Yes	requirements	18. Recommended Retention	
		Retain for 10 years ther	n destroy
19. Name and Title of Preparer		20. Telephone Number	21. Date
John Kane		410-729-8205	6/03/2012
			STORE TE

Instructions –Type or Print a separate form for each new or revised record series. Forward		IENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)		/aterloo Road, P.O. Box 275 essup, Maryland 20794 410-799-1930	PAGE40 OF77	
1. Department/Agency	2. Division		3. Unit	
Maryland Environmental Service	Administrative		Environmental Compliance	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records no	rmally filed and used as a unit for re	eference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year	
RCRA-Biennial Hazardous Waste Re	eports		2006 to	
6. Record Series Description (Briefly describe the series.)	types of inforr	nation/documents/forms found in th	ne series. Include the purpose or function of the	
Biennial RCRA reports to MDE, and	any corre	spondence or other files h	neld by Compliance regarding	
Hazardous waste at any MES facility	·.			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	
Letter Size Microfilm	13 a.	🔀 Alphabetical	Number File Drawer(s)	
Legal Size Computer Tape		Numerical	Microfilm Reel(s)	
Audio Tape Floppy Disk		Chronological	Computer Tape(s) Other (specify)	
Bound Book Video Tape		Geographical	10. Annual Accumulation	
Other (specify) electronically		Other (specify)	Number	
			File Drawer(s) Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11. File is Used		12. File Becomes Inactive After		
Daily Weekly Monthly Ann	ually	Number Month(s)] Year(s)	
	lucity		1.00(0)	
13. Current Location(s) (Bldg., Floor, Room) HQ		14. Is Record Series Duplicated Elsewhere	? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
Yes No		🛛 None 🗌 State 🗌 Federal 🗌	Independent	
17. Is an Index System used? If yes, explain briefly and describe r	17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			
		Retain for 15 years ther	n destroy.	
19. Name and Title of Preparer		20. Telephone Number	21. Date	
John Kane	1-1	410-729-8205	6/03/2013	

<u>Instructions</u> –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 PAGE41 OF77
		410-799-1930	
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	Adminis	trative	Environmental Compliance
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records no	rmally filed and used as a unit for re	eference as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year
Compliance related Correspondence	e with regu	latory bodies	<u>2005</u> to
6. Record Series Description (Briefly describe the	types of inform	mation/documents/forms found in th	ne series. Include the purpose or function of the
series.)			
Compliance related correspondence	or other f	iles with MDE, or other re	gulatory agencies, concerning Permits,
Compliance, Inspections, etc.			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm		🖂 Alphabetical	Number
			File Drawer(s)
Legal Size Computer Tape		Numerical	Microfilm Reel(s) Computer Tape(s)
Audio Tape Floppy Disk		Chronological	Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
Other (specify) electronically		Other (specify)	Number
			File Drawer(s)
			Microfilm Reel(s) Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes Inactive After	
Daily Weekly Monthly Ann	nually	Number Month(s)] Year(s)
	liadily		100(0)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere	? (If yes, specify agency or office.)
HQ	1.1	🗌 Yes 🛛 No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes No		🛛 None 🗌 State 🔲 Federal 🗌	Independent
17. Is an Index System used? If yes, explain briefly and describe I	17. Is an Index System used? If yes, explain briefly and describe requirements		
		Retain for 15 years ther	n destroy
19. Name and Title of Preparer		20. Telephone Number	21. Date
John Kane		410-729-8205	6/03/2013

Instructions –Type or Print a separate form for	DEPARTN	IENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275		PAGE42 OF77
	J	essup, Maryland 20794 410-799-1930	
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	Adminis	trative	Environmental Compliance
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records no	rmally filed and used as a unit for r	eference as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year
Oil Spill Reports to MDE			<u>2005</u> to
6. Record Series Description (Briefly describe the	types of infor	mation/documents/forms found in tl	I he series. Include the purpose or function of the
series.) Spills at facilities			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm		Alphabetical	Number
Legal Size Computer Tape		Numerical	File Drawer(s) Microfilm Reel(s)
Audio Tape Floppy Disk		Chronological	Computer Tape(s) Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
Other (specify) electronically		Other (specify)	Number
			File Drawer(s) Microfilm Reel(s)
*			Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes Inactive After	
Daily Weekly Monthly Annually		Number Month(s)] Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
HQ 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			
Yes No		16. Audit Requirements	
		None State Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No		18. Recommended Retention	
		Retain for 10 years ther	n destroy
19. Name and Title of Preparer		20. Telephone Number	21. Date
John Kane		410-729-8205	6/03/2013

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Administrative		AGENCY RECORDS INVENTORY PAGE43 OF77 3. Unit Environmental Compliance
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records no	rmally filed and used as a unit for r	eference as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year
Facility Specific Compliance Informa	tion		<u>2005</u> to
6. Record Series Description (Briefly describe the series.)MDE Inspection Reports, violations	types of infor	mation/documents/forms found in t	he series. Include the purpose or function of the
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm Legal Size Computer Tape			Number File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Audio Tape Floppy Disk		Chronological	Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
Other (specify) electronically		Other (specify)	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)
11. File is Used		12. File Becomes Inactive After	-
Daily Weekly Monthly Annually		Number Month(s)] Year(s)
13. Current Location(s) (Bldg., Floor, Room) HQ		14. Is Record Series Duplicated Elsewhere	? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Requirements] Independent
17. Is an Index System used? If yes, explain briefly and describe requirements Yes Xo		18. Recommended Retention	
		Retain for 15 years ther	n destroy
19. Name and Title of Preparer		20. Telephone Number	21. Date
John Kane		410-729-8205	6/03/2013

lastructions. Turs on Drint a constate form for			AGENCY RECORDS INVENTORY
Instructions –Type or Print a separate form for each new or revised record series. Forward		IENT OF GENERAL SERVICES DS MANAGEMENT DIVISION	
with Records Retention Schedule (DGS 550-1)	7275 V	Vaterloo Road, P.O. Box 275	PAGE44 OF77
	Je	essup, Maryland 20794 410-799-1930	
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	Adminis	trative	Environmental Compliance
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records no	rmally filed and used as a unit for r	eference as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year
Inspection Reports			2010to
		· · · · · · · · · · · · · · · · · · ·	
6. Record Series Description (Briefly describe the series.)	types of inform	mation/documents/forms found in th	he series. Include the purpose or function of the
Daily Reports; Project Progress Rep	orts Incid	ents for Construction Gro	up and Landspreading Group
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm		Alphabetical	Number
Legal Size Computer Tape		Numerical	File Drawer(s) Microfilm Reel(s)
			Computer Tape(s)
Audio Tape Floppy Disk		Chronological	Other (specify)
Bound Book Video Tape	Bound Book Video Tape		10. Annual Accumulation
Other (specify) electronically	Other (specify) electronically		
			File Drawer(s) Microfilm Reel(s)
			Computer Tape(s) Other (specify)
11. File is Used		12. File Becomes Inactive After	
Daily Weekly Monthly Annually		Number Month(s)] Year(s)
	luany		1.00(0)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
🗌 Yes 🛛 No		🛛 None 🗌 State 🔲 Federal 🗌] Independent
17. Is an Index System used? If yes, explain briefly and describe n	17. Is an Index System used? If yes, explain briefly and describe requirements		
		Retain for15 years and	destroy
19. Name and Title of Preparer		20. Telephone Number	21. Date
John Kane		410-729-8205	6/03/2013

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECOR 7275 V	IENT OF GENERAL SERVICES DS MANAGEMENT DIVISION Vaterloo Road, P.O. Box 275 essup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE45 OF77
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	Commu	nications	
	d records nor	mally filed and used as a unit for re	ference as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
Service News/Service News Extra			to
6. Record Series Description (Briefly describe the t series.) Newsletters sent to employees in ha			e series. Include the purpose or function of the
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
			 Number
Ketter Size Microfilm		Alphabetical	Number Sile Drawer(s)
Legal Size Computer Tape		Numerical	Microfilm Reel(s)
Audio Tape 🛛 Floppy Disk		🔀 Chronological	Computer Tape(s) Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
⊠ Other (specify)electronic		Other (specify)	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)
11. File is Used		12. File Becomes Inactive After	
🗌 Daily 🗌 Weekly 🛛 Monthly 🗌 Anr	nually	5 Number	∃ Year(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters		14. Is Record Series Duplicated Elsewhere	? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
🗌 Yes 🛛 No			Independent
		🛛 None 🗌 State 🔲 Federal 🗌] urahendelit
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention	
Yes 🛛 No		Retain for 5 years, then	destroy
		retain for 5 years, then	ucsuby.
19. Name and Title of Preparer		20. Telephone Number	21. Date
Christina Garrigan, Chief Communication	ns	410-729-8200	7/30/13

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF RECORDS MAN/ 7275 Waterloo F	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE46 OF77
1. Department/Agency Maryland Environmental Service		799-1930		3. Unit Engineering - Biosolids
DEFINITION: RECORD SERIES: A group of relate			a unit for r	
4. Record Series Title Biosolids Management			5. Earlie	est Year/Latest Yearto
 6. Record Series Description (Briefly describe the series.) All sludge and biosolids management Includes monitoring and other reports 	nt records pertair			
7. Record Series Format(s) List all Letter Size I Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Laserfiche Document Imaging system	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)		9. Volume 2 Number ⊠ File Drawer(s) □ Computer Tape(s) □ Other (specify) 10. Annual Accumulation 1 Number ⊠ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)	
11. File is Used	nually	12. File Becom		iter Aonth(s) 🛛 Year(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Electronic database exists for some items 16. Audit Requirements None State Federal Independent		or some items
17. Is an Index System used? If yes, explain briefly and describe r	Reta		ng site f	Retention or10 years, then destroy except for iles, which must be retained until he site from all monitoring.
19. Name and Title of Preparer Ahmad Razik, Senior Engineer	20. Telep 410-729-8	II none Number 320	21. Date 5/1/13	•

	MENT OF GENERAL SERVICES AGENCY RECORDS II RDS MANAGEMENT DIVISION Waterloo Road, P.O. Box 275	VENTORY	
Maryland Environmental Service Water/Wastewater Group Maintenance DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and dispurposes. 5. Earliest Year/Latest Year 4. Record Series Title 5. Earliest Year/Latest Year Water/Wastewater Maintenance Work Orders 5. Earliest Year/Latest Year 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or furseries.) Files contain facility work orders, and all associated backup. 7. Record Series Format() List all 8. Record Series Sequence 9. Volume 9. Lotter Size Microfilm 1. Legiel Size Computer Tape(s) 1. Legiel Size Computer Tape(s) 1. Legiel Size Computer Tape(s) 1. duatio Tape 9. Volume 9. Other (specify) Lise field Document imaging system 11. File is Lised 12. File Bocomes inactive After 12. Daily Weekly 13. Current Loadstrol() (Bdg, Fiocr, Room) MES Headquarters 14. Is Record Series Digitated Elsenthere? (If yes, specify agency or office Size Year(s) 13. Current Loadstrol() (Bdg, Fiocr, Room) 14.	Jessup, Maryland 20794		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and dis purposes. 4. Record Series Title 5. Earliest Year/Latest Year Water/Wastewater Maintenance Work Orders 10 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or furseries.) Files contain facility work orders, and all associated backup. 7. Record Series Format(c) List at 8. Record Series Sequence 9. Volume 9. Letter Size Microtifn 10. Letter Size Computer Tape 10. Audio Tape Piopp Disk 11. File is Used 12. File Borower(s) 11. File is Used 12. File Boromer(s) 12. File Boromer(s) Meeth(s) © Year(s) 13. Access Restrictions (If Yes, esplain briefly and describe requirements 14. Is Record Series Diplicated Elsentere? (If yes, specify agency or office Organizes as areach fuelly. 13. Access Restrictions (If Yes, esplain briefly and describe requirements 14. Is Record Series Diplicated Elsentere? (If yes,	a 3. Unit		
A. Record Series Title 5. Earliest Year/Latest Year Water/Wastewater Maintenance Work Orders 5. Earliest Year/Latest Year 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or furseries.) Files contain facility work orders, and all associated backup. 7. Record Series Format(s) List all Querter Size Microfitm Legal Size Computer Tape Audio Tape Poppy Disk Bound Book Video Tape Other (specify) 10. Arrual Accoundition 11. File is Used 12. File Bound Book Meret In Daily Weekly 13. Current Location(s) (Big, Poor, Room) 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office Series as at each fielity. 15. Access Restrictions (ff Yes, cite Law(s) & Regulation(s) 16. Access Testing. 17. Is an Index System use?? If yes, explain briefly and describe requirements 18. Record Series Duplicated Elsewhere? (if yes, specify agency or office Size is and action fielity.	Nastewater Group Maintenance		
4. Record Series Title 5. Earliest Year/Latest Year Water/Wastewater Maintenance Work Orders 10 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or furseries.) Files contain facility work orders, and all associated backup. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume	ormally filed and used as a unit for reference as well as retention a	d disposition	
	5. Earliest Year/Latest Year		
series.) Files contain facility work orders, and all associated backup. 7. Record Series Format(a) List all @ Letter Size Microfilm @ Letter Size Computer Tape @ Letter Size Computer Tape @ Letter Size Computer Tape @ Audio Tape Computer Tape(s) @ Bound Book Video Tape @ Other (specify) Lasertiche Document Imaging system © Other (specify) Lasertiche Document Imaging system 11. File is Used 12. File Becord Series Duplicated Elsewhere? (If yes, specify agency or office Series Duplicated Elsewhere?? (If yes, specify agency or office Series Duplicated Elsewhere?? (If yes, specify agency or office Series Duplicated Elsewhere?? (If yes, specify agency or office Series Duplicated Elsewhere?? 13. Current Location(s) (Bidg., Floor, Room) MES Headquarters 14. Is Record Series Duplicated Elsewhere?? (If yes, specify agency or office Series Duplicated Elsewhere?? (If yes, specify agency or office Series No 14. Is an Index System used?! If yes, explain briefly and describe requirements 16. Audit Requirements . Yes No 18. Recommended Retention Retain for 3 years after completion of work Retain for 3 years after completion of work	; to		
□ Letter Size Microfilm		or function of the	
□ Letter Size Microfilm			
□ Legal Size □ Computer Tape □ Numerical □ File Drawer(s) □ Audio Tape □ Floppy Disk □ Othor (specify) □ Othor (specify) □ Bound Book ∨ Video Tape □ Othor (specify) □ Othor (specify) □ Other (specify)			
□ Legal Size □ Computer Tape □ Microfilm Reel(s) □ Audio Tape □ Floppy Disk □ Other (specify) □ Bound Book ∪ Video Tape □ Geographical □ Other (specify) □ Other (specify) Laserfiche Document Imaging system □ Other (specify) □ □ Other (specify) Laserfiche Document Imaging system □ Other (specify) □ □ Other (specify) Laserfiche Document Imaging system □ Other (specify) □ 11. File is Used □ 12. File Becomes inactive After □ □ Daily Weekly Monthity Annually 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office ⊠ Yes □ No 13. Current Location(s) (Bidg, Floor, Room) MES Headquarters □ 16. Audit Requirements □ Yes № No None State □ Federal Independent □ Yes № No No 18. Recommended Retention Retain for 3 years after completion of work			
Audio Tape Floppy Disk Bound Book Video Tape Other (specify)Laserfiche Document Imaging system Other (specify) Other (specify)Laserfiche Document Imaging system Other (specify) Other (specify)Laserfiche Document Imaging system Other (specify) Image: Chronological Other (specify) Other (specify) Image: Chronological Image: Chronological Other (specify) Image: Chronological Chronological Other (specify) Image: Chronological Chronolo			
☑ Other (specify)_Laserfiche Document Imaging system □ Other (specify)			
☑ Other (specify)Laserfiche Document Imaging system ☐ Other (specify) ☐ File Drawer(s) ☐ I. File is Used ☐ I2. File Becomes Inactive After ☐ Daily Weekly Monthly Annually 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office ⊠ Yes	Geographical 10. Annual Accumulation		
Image: Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention			
□ Computer Tape(s) □ Computer Tape(s) □ Other (specify) □ Computer Tape(s) □ Other (specify) □ I1. File is Used □ Daily □ Monthly □ Annually 13. Current Location(s) (Bldg., Floor, Room) MES Headquarters □ 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office □ Yes □ No □ No □ No □ Retain for 3 years after completion of work			
11. File is Used 12. File Becomes Inactive After □ Daily Weekly Monthly 13. Current Location(s) (Bldg., Floor, Room) MES Headquarters 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office □ Yes No Copies are at each facility. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes No 18. Recommended Retention Retain for 3 years after completion of work			
☑ Daily Weekly Monthly Annually 13. Current Location(s) (Bldg., Floor, Room) MES Headquarters 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office ☑ Yes □ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ☑ No 16. Audit Requirements □ None ☑ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ☑ No 18. Recommended Retention Retain for 3 years after completion of work	Other (specify)		
☑ Daily Weekly Monthly Annually 13. Current Location(s) (Bldg., Floor, Room) MES Headquarters 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office ☑ Yes 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Yes No 16. Audit Requirements Ione ☑ State □ Federal □ Independent Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Yes No	12. File Becomes Inactive After		
MES Headquarters ⊠ Yes No Copies are at each facility. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ No □ None State □ Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes № No 18. Recommended Retention Retain for 3 years after completion of work № № №			
Copies are at each facility. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes No 16. Audit Requirements □ None State □ None State □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes No 18. Recommended Retention Retain for 3 years after completion of work	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency of	office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes ⊠ No			
□ None ⊠ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No 18. Recommended Retention Retain for 3 years after completion of work			
□ Yes ⊠ No Retain for 3 years after completion of work	None 🛛 State 🗌 Federal 🗌 Independent	🗌 None 🖾 State 🔲 Federal 🔲 Independent	
□ Yes ⊠ No Retain for 3 years after completion of work	18. Recommended Retention	18. Recommended Retention	
		ork then	
desiroy.	destroy.		
19. Name and Title of Preparer 20. Telephone Number 21. Date	20. Telephone Number 21 Date		
Bryan Winklemeyer, Chief of Maintenance 410-729-8314 5/1/13			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV		SION	AGENCY RECORDS INVENTORY PAGE48 OF77
1. Department/Agency 2. Division Maryland Environmental Service Water/Wastewater Gro DEFINITION: RECORD SERIES: A group of related records normally filed and use purposes. 4. Record Series Title Engineering & Special projects 6. Record Series Description (Briefly describe the types of information/documents/ series.) Eilos contain information and specifications (design criteria)			5. Earlie	st Year/Latest Year to
Files contain information and specification construction information (changes, education) administration documents. 7. Record Series Format(s) List all \(\begin{bmatrix} Letter Size \) Microfilm \(Letter Size \) Computer Tape \(Audio Tape \) Floppy Disk \(Bound Book \)	quipment informa 8. Record Serie Alphabetica Numerical Chronologi X Geographic	tion), prop	9. Volume 25 Microfil Compu Other (10. Annual X File Dra	correspondence, and grant
11. File is Used	Daily Weekly Monthly Annually Num		Other (ter Tape(s) specify)
MES Headquarters 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe re Yes No	d describe requirements 18. R Reta		 Yes ⊠ No 16. Audit Requirements □ None ⊠ State ⊠ Federal ⊠ Independent 18. Recommended Retention Retain for 20 years, or life of the structure, then destroy. 	
19. Name and Title of Preparer Ellen Frketic, Chief, Engineering	20. Telepho 410-729-83	one Number 807	21. Date 7/1/13	3

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 SI RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930		ISION	AGENCY RECORDS INVENTORY PAGE49 OF77
1. Department/Agency Maryland Environmental Service	2. Division Water/Wastew			3. Unit Engineering
DEFINITION: RECORD SERIES: A group of relation purposes. 4. Record Series Title Engineering – As Built plans 6. Record Series Description (Briefly describe the series.) Files contain engineering information	types of information/d	ocuments/forms	5. Earlie	to to he series. Include the purpose or function of the
7. Record Series Format(s) List all 8. Record Series Image: Size in the matrix is a matrix in the matrix is a matrix is matrix is a matrix is a matrix is a matrix is		iical al ogical ihical	9. Volume 16 Number ⊠ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) boxed and hanging drawings 10. Annual Accumulation Number ☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	
11. File is Used	12. File Becom 20 Number		ter Aonth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			Series Duplica No uirements	ted Elsewhere? (If yes, specify agency or office.)
🗌 Yes 🛛 No		🛛 None 🗌 State 🔲 Federal 🔲 Independent		Federal 🔲 Independent
 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No 		18. Recom Retain fo destroy.	or 20 ye	Retention ears, or life of the structure, then
19. Name and Title of Preparer Ellen Frketic, Chief, Engineering	20. Telep 410-729-	hone Number 8307	21. Date 7/1/13	3

Instructions –Type or Print a separate form for				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)				PAGE50 OF77	
1. Department/Agency	2. Division			3. Unit	
Maryland Environmental Service	Water/Wastewa	ter Group		Operations & Maintenance (O&M)	
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Water/Wastewater Operation & Maint	tenance (O&M)			to	
6. Record Series Description (Briefly describe the ty series.)	ypes of information/doo	uments/forms	found in t	he series. Include the purpose or function of the	
Files contain general project correspo	ondence, budget	informatio	n, contr	acts, reports, permits, proposals,	
onsite bound log books, annual repor	ts, and other info	ormation in	connec	ction with the day-to-day operations	
of the sites.					
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume		
		-1		Number	
Letter Size Microfilm	Alphabetica	al		File Drawer(s) Microfilm Reel(s)	
Legal Size Computer Tape	Numerical		Compu	iter Tape(s)	
Audio Tape Floppy Disk	🔀 Chronologi	cal		apoory	
Bound Book Video Tape	Geographi	cal		Accumulation Number	
				File Drawer(s)	
Other (specify)Laserfiche Document Imaging system	Other (specify)		Microfil	m Reel(s) iter Tape(s)	
			Other (specify)		
11. File is Used		12 Eile Bacom	las Inactivo Af	tor	
11, File is Used		12. File Becomes Inactive After			
🛛 Daily 🗌 Weekly 📄 Monthly 🗌 Annu	Jally	Number	<u> </u>	Aonth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)	
MES Headquarters		Yes □ No Some items also located at field locations and HQ.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ			
Yes 🛛 No	🗌 Yes 🛛 No		□ None		
17. Is an Index System used? If yes, explain briefly and describe re	18. Recommended Retention				
🗌 Yes 🛛 No	Retain f	or 10 ye	ears, then destroy.		
19. Name and Title of Preparer	20. Teleph	ne Number	21. Date)	
Cynthia James, Administrator	410-729-83		5/1/13		
DGS 550-4 (Rev. 1/93)					

Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275	PAGE51 OF77
	Jessup, Maryland 20794	PAGE 0F //
	410-799-1930	
1. Department/Agency	2. Division	3. Unit
Maryland Environmental Service	TES	Environmental Monitoring
	d records normally filed and used as a unit for	r reference as well as retention and disposition purposes.
4. Record Series Title		5. Earliest Year/Latest Year
EMR – Original Lab Data Sheets		to
6. Record Series Description (Briefly describe the t	ypes of information/documents/forms found ir	the series. Include the purpose or function of the
series.)		
Environmental Monitoring & Reportin	a (EMR) monthly laboratory data	shoots
		5116615
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
Letter Size Microfilm	Alphabetical	Number
Legal Size Computer Tape		File Drawer(s)
	Numerical	Microfilm Reel(s) Computer Tape(s)
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche SQL server
Bound Book Video Tape	Geographical	10, Annual Accumulation
	Coographical	
⊠ Other (specify) Laserfiche	Other (specify)	Number
		File Drawer(s)
		Microfilm Reel(s) Computer Tape(s)
		Other (specify)
11. File is Used	10 Ella Decembra la collar Africa	
T. File is used	12. File Becomes Inactive After	
🛛 Daily 🗌 Weekly 🖾 Monthly 🗌 Ann		⊠ Year(s)
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewh	nere? (If yes, specify agency or office.)
MES Headquarters -Laserfiche SQL server	Yes No Hard copies	s saved at facilities
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
□ Yes		
	🗌 None 🛛 State 🗌 Federal	Independent
17. Is an Index System used? If yes, explain briefly and describe r	requirements 18. Recommended Retention	1
Yes No	Potain for 10 years th	an destroy
	Retain for 10 years, the	len destroy
19. Name and Title of Preparer	20. Telephone Number	21. Date
Jay Janney, Environmental Specialist	410-729-8350	5/10/13

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECOR 7275 V Ju	IENT OF GENERAL SERVICES DS MANAGEMENT DIVISION Vaterloo Road, P.O. Box 275 essup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE52 OF77	
1. Department/Agency	2. Division		3. Unit	
Maryland Environmental Service	TES		Environmental Monitoring	
DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title	d records nor	mally filed and used as a unit for re	ference as well as retention and disposition purposes. 5. Earliest Year/Latest Year	
EMR – Compliance related docume	ents			
 6. Record Series Description (Briefly describe the test series.) EMR files containing all operating recompliance reports. 				
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	
🛛 Letter Size 🔲 Microfilm		Alphabetical	Number	
			File Drawer(s)	
Legal Size Computer Tape		Numerical	Microfilm Reel(s)	
Audio Tape Floppy Disk		Chronological	Computer Tape(s) Other (specify)_Laserfiche SQL server	
Bound Book Video Tape		Geographical	10. Annual Accumulation	
⊠ Other (specify)Laserfiche		Other (specify)	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used		12. File Becomes Inactive After		
🛛 Daily 🗌 Weekly 🖾 Monthly 🗌 Annually		3 Number ☐ Month(s) ⊠ Year(s)		
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters and Laserfiche SQL server		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Hard copies saved at facilities		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention		
Yes 🛛 No		Retain for 10 years, the	n destroy	
19. Name and Title of Preparer		20. Telephone Number	21. Date	
Jay Janney, Environmental Specialist		410-729-8350	5/10/13	
DGS 550-4 (Rev. 1/93)				

Instructions –Type or Print a separate form for each new or revised record series. Forward		IENT OF GENERAL SERVICES DS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550-1)		Vaterloo Road, P.O. Box 275 essup, Maryland 20794 410-799-1930	PAGE53 OF77
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	TES		Environmental Monitoring/GIS
DEFINITION: RECORD SERIES: A group of relate	d records nor	mally filed and used as a unit for re	ference as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
GIS electronic work product			to
6. Record Series Description (Briefly describe the t	ypes of inform	nation/documents/forms found in th	e series. Include the purpose or function of the
series.)			
Application code, GIS data and maps	5		
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
			Munches
Letter Size Microfilm		Alphabetical	Number
Legal Size Computer Tape		Numerical	Microfilm Reel(s)
			Computer Tape(s)
Audio Tape Floppy Disk			Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
⊠ Other (specify)electronic		Other (specify)	Number
			File Drawer(s)
			Microfilm Reel(s)
			Other (specify)
11. File is Used		12. File Becomes Inactive After	
11. File is Used			
Daily Weekly Monthly Ann	nually	Number 🗌 Month(s)] Year(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters – servers		14. Is Record Series Duplicated Elsewhere	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
		🛛 None 🗌 State 🔲 Federal 🗌	Independent
	4		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention	
Yes Xo			
		Retain for 3 years, then	uesitoy
19. Name and Title of Preparer		20. Telephone Number	21. Date
Sue Merkel		410-729-8350	5/10/13
DGS 550-4 (Rev. 1/93)			1

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 410-799-1930	AGENCY RECORDS INVENTORY PAGE54 OF77	
1. Department/Agency	2. Division	3. Unit	
Maryland Environmental Service	TES	Dredging & Restoration	
	I records normally filed and used as a unit for	reference as well as retention and disposition purposes.	
4. Record Series Title		5. Earliest Year/Latest Year	
Construction Files		to	
6. Record Series Description (Briefly describe the transmission)All materials relating to construction pannual reports, etc.			
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume	
🔀 Letter Size 🔲 Microfilm	Alphabetical	50 Number	
		File Drawer(s)	
Legal Size Computer Tape	Numerical	Microfilm Reel(s)	
	Chronological	Computer Tape(s) Other (specify)boxes	
Audio Tape Floppy Disk		S Other (specify)boxes	
Bound Book Video Tape	Geographical	10. Annual Accumulation	
Other (specify)Laserfiche	Other (specify)by project	2 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify)boxes	
11. File is Used	12. File Becomes Inactive After		
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌 Ann	ually Number Month(s)	Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters and Laserfiche SQL server	14. Is Record Series Duplicated Elsewh	ere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements		
🗌 Yes 🛛 No		None State Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe r	equirements 18. Recommended Retention		
Yes No	Retain until structure i	s demolished, then destroy.	
		in until MPA requirements have been	
	met, then destroy.		
19. Name and Title of Preparer	20. Telephone Number	21. Date	
	410-729-8300	6/12/13	
Bonnie Sizemore, Administrator	410-729-0300	0/12/13	

Maryland Environmental Service TES Dredging & Restoration DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and dispositi 5. Earliest Year/Latest Year Project Files	nstructions –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 410-799-1930 Division	AGENCY RECORDS INVENTORY PAGE55 OF77 3. Unit
4. Record Series Title 5. Earliest Year/Latest Year Project Files	Maryland Environmental Service	ES	Dredging & Restoration
4. Record Series Title 5. Earliest Year/Latest Year Project Files	DEFINITION: RECORD SERIES: A group of related	cords normally filed and used as a unit fo	reference as well as retention and disposition purposes.
series.) Day to day operations and running issues, inspection reports, correspondence, and operating reports 7. Record Series Format(s) List all Letter Size Microfin Legal Size Computer Tape Audio Tape Floppy Diak Bound Book Video Tape Chronological Other (specify)_Laserfiche_ Other (specify)_Laserfiche_ I. File Becomes Inactive After Varies	Project Files		to
series.) Day to day operations and running issues, inspection reports, correspondence, and operating reports 7. Record Series Format(s) List all Letter Size Microfin Legal Size Computer Tape Audio Tape Floppy Diak Bound Book Video Tape Chronological Other (specify)_Laserfiche_ Other (specify)_Laserfiche_ I. File Becomes Inactive After Varies			
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume		s of information/documents/forms found ir	the series. Include the purpose or function of the
□ Letter Size Microfilm □ Legal Size Computer Tape □ Audio Tape Floppy Disk □ Bound Book Video Tape □ Chronological 10. Annual Accumulation □ Other (specify)Laserfiche Number □ Other (specify)Laserfiche Number 11. File is Used 12. File Becomes Inactive After □ Daily Weekly Monthly 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ □ Yes No 18. Recormmended Retention	Day to day operations and running iss	es, inspection reports, corresp	ondence, and operating reports.
□ Letter Size Microfilm □ Legal Size Computer Tape □ Audio Tape Floppy Disk □ Bound Book Video Tape □ Chronological 10. Annual Accumulation □ Other (specify)Laserfiche 10. Annual Accumulation □ Other (specify)Laserfiche 10. Annual Accumulation □ Other (specify)Laserfiche Number 11. File is Used 12. File Becomes Inactive After □ Varies Monthly Annualy 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes No 16. Audit Requirements □ Yes No State Federal 15. Access Restrictions (If Yes, explain briefly and describe requirements □ None State □ Yes No No			
□ Legal Size □ Computer Tape □ Numerical □ Computer Tape(s) □ Audio Tape □ Floppy Disk □ Chronological Other (specify)_Laserfiche	. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
□ Legal Size □ Computer Tape □ Numerical □ Microfilm Reel(s) □ Audio Tape □ Floppy Disk □ Chronological □ Other (specify)Laserfiche	Letter Size Microfilm	Alphabetical	Number
Audio Tape Floppy Disk □ Chronological □ Computer Tape(s) Bound Book Video Tape □ Geographical 10. Annual Accumulation □ Other (specify)Laserfiche □ Other (specify)by project Number □ File Drawer(s) □ Other (specify)_by project Number 11. File is Used 12. File Becomes Inactive After □ Daily Weekly I Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes None 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Independent			
Bound Book Video Tape Other (specify)Laserfiche 10. Annual Accumulation Other (specify)Laserfiche Number I. File Drawer(s) File Drawer(s) Other (specify)by project Number 11. File is Used Interview I. File is Used 12. File Becomes Inactive After Daily Weekly Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) MES Headquarters and Laserfiche SQL server 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention	Computer Tape		
☑ Other (specify)Laserfiche ☑ Other (specify)by project Number □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) ☑ Other (specify)_Laserfiche 11. File is Used 12. File Becomes Inactive After varies □ Daily ☑ Weekly Imonthly 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? Year(s) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Imone	Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche
☑ Other (specify)Laserfiche ☐ Jaily ☐ Monthiy ☐ Annually ☐ Monthis ☐ Jaily ☐ Monthiy ☐ Annually ☐ Lis Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No ☐ 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No ☐ 16. Audit Requirements ☐ Yes ☐ No ☐ 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No ☐ 18. Recommended Retention	Bound Book Video Tape	Geographical	10. Annual Accumulation
11. File is Used 12. File Becomes Inactive After Daily Weekly Monthly Annually 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) MES Headquarters and Laserfiche SQL server 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention	Other (specify)Laserfiche	Other (specify)by project	 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
□ Daily ⋈ Weekly Monthly Annually varies			
MES Headquarters and Laserfiche SQL server □ Yes ⊠ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ No □ Yes □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No		varies	⊠ Year(s)
☐ Yes ⊠ No 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ Yes ⊠ No			here? (If yes, specify agency or office.)
Yes No			Independent
		To. Recommended Retention	
19. Name and Title of Preparer 20. Telephone Number 21. Date	19. Name and Title of Preparer	20. Telephone Number	21. Date
Bonnie Sizemore, Administrator 410-729-8300 6/12/13	Bonnie Sizemore, Administrator	410-729-8300	6/12/13

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 410-799-1930		AGENCY RECORDS INVENTORY PAGE56 OF77
1. Department/Agency Maryland Environmental Service	2. Division TES		3. Unit Dredging & Restoration
DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title Proposed Dredging Projects - Feasib 6. Record Series Description (Briefly describe the t series.) Official copies of feasibility studies for	Dility types of inform	nation/documents/forms found in th	
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
☑ Letter Size Microfilm □ Legal Size Computer Tape □ Audio Tape Floppy Disk □ Bound Book Video Tape ☑ Other (specify)Laserfiche 11. File is Used □ Daily ☑ Weekly □ Daily ☑ Weekly □ Autrent Location(s) (Bldg., Floor, Room) MES Headquarters and Laserfiche SQL server 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No	nually	 14. Is Record Series Duplicated Elsewhere ☑ Yes □ No Maryland Port / 16. Audit Requirements 	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes		18. Recommended Retention Retain until all MPA req destroy.	uirements have been met, then
19. Name and Title of Preparer Bonnie Sizemore, Administrator		20. Telephone Number 410-729-8300	21. Date 6/12/13

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division TES	AGENCY RECORDS INVENTORY PAGEOF77 3. Unit Drodging & Postoration				
Maryland Environmental Service	165	Dredging & Restoration				
4. Record Series Title Proposed Dredging Projects - Other	ference as well as retention and disposition purposes. 5. Earliest Year/Latest Year <u>1970</u> to					
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Include all draft studies and other documents relating to proposed dredging projects.						
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume				
Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk	Alphabetical Numerical Chronological	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_Laserfiche				
Bound Book Video Tape	Geographical	10. Annual Accumulation				
Other (specify)Laserfiche	⊠ Other (specify)by project	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_Laserfiche				
11. File is Used	12. File Becomes Inactive After varies nually Number	varies				
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters and Laserfiche SQL server	14. Is Record Series Duplicated Elsewhere	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	16. Audit Requirements ⊠ None □ State □ Federal □					
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes		18. Recommended Retention Retain for 5 years, then destroy.				
19. Name and Title of Preparer Bonnie Sizemore, Administrator	20. Telephone Number 410-729-8300	21. Date 6/12/13				

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 410-799-1930		AGENCY RECORDS INVENTORY PAGE58 OF77	
1. Department/Agency Maryland Environmental Service	2. Division TES		3. Unit Dredging & Restoration	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disp 4. Record Series Title 5. Earliest Year/Latest Year Restoration Projects				
7. Record Series Format(s) List all Image: Legal Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Image: Other (specify)Laserfiche 11. File is Used Image: Daily Weekly Monthly Annually		8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)by project 12. File Becomes Inactive Aftervaries Number Month(s)	9. Volume Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Ø Other (specify)_Laserfiche	
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters and Laserfiche SQL server 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain until all MPA requirements have been met, then		
19. Name and Title of Preparer Bonnie Sizemore, Administrator		destroy. 20. Telephone Number 410-729-8300	21. Date 6/12/13	

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 PAGE59 OF77	
1. Department/Agency Maryland Environmental Service		10-799-1930	3. Unit Dredging & Restoration	
DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title Grant Files 6. Record Series Description (Briefly describe the fisteries.) Files include application, correspond	ypes of information/o	documents/forms found in th		
They do not include financial data.				
7. Record Series Format(s) List all Image: Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Ø Other (specify) Laserfiche		er Cord Series Sequence	9. Volume	
MES Headquarters and Laserfiche SQL server 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		 Yes ⊠ No 16. Audit Requirements □ None ⊠ State ⊠ Federal ⊠ Independent 		
17. Is an Index System used? If yes, explain briefly and describe	Ret	Recommended Retention tain based upon term stroy.	is and conditions of the grant, then	
19. Name and Title of Preparer Bonnie Sizemore, Administrator		elephone Number -729-8300	21. Date 6/12/13	

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 410-799-1930		AGENCY RECORDS INVENTORY
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	TES	8	
DEFINITION: RECORD SERIES: A group of relate	records normally filed and	used as a unit for re	ference as well as retention and disposition purposes.
4. Record Series Title Hazardous Waste Cleanup Operating	Records		5. Earliest Year/Latest Yearto
 6. Record Series Description (Briefly describe the types of information/documents/forms found in t series.) Files include a description and quantity of hazardous waste received and the r disposal at facility, records for the location of each hazardous waste within the records and results of waste analysis, waste determinations, and trial tests per incidents requiring contingency plans, records and results of inspections, mon 			ethod and date of treatment, storage, or facility and the quantity at each location, formed, summary reports and details of all oring, testing or analytical data and
corrective actions, closure cost estimate Hawkins Point Landfill, and Dundalk Mar		of placement for	each shipment. Specific facilities include:
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume
Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk	Alphabetical		Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_Laserfiche
Bound Book Video Tape	Geographic	al	10. Annual Accumulation
Other (specify)Laserfiche] Other (specify)Laserfiche		Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_Laserfiche
11. File is Used	12. File Becom	es Inactive After	
🗌 Daily 🗌 Weekly 🛛 Monthly 🗌 Ann	varies		Year(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters and Laserfiche SQL server	14. Is Record S	eries Duplicated Elsewhere	? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requ	irements 🛛 State 🛛 Federal 🗌] Independent
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes			r facility closure, then destroy.
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date
Bonnie Sizemore, Administrator	410-729-8	3300	6/12/13

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275	PAGE 61 OF77	
	Jessup, Maryland 20794		
	410-799-1930		
1. Department/Agency	2. Division	3. Unit	
Maryland Environmental Service	TES		
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed and used as a unit for	reference as well as retention and disposition purposes.	
4. Record Series Title		5. Earliest Year/Latest Year	
Hazardous Waste Cleanup Projects		to	
6. Record Series Description (Briefly describe the	types of information/documents/forms found in	the series. Include the purpose or function of the	
series.)		and a second	
Files include a all information regarding	the cleanup of hazardous waste at a f	acility including manifests of chemicals	
leaving the facility during the cleanup pro	ocess. Files are maintained at the fac	ility until the cleanup is complete, then are	
sent to Headquarters. Specific facilities	include: Hawkins Point Landfill, and D	oundalk Marine Terminal.	
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume	
Letter Size Microfilm	Alphabetical	Number	
Legal Size Computer Tape	Numerical	File Drawer(s)	
		Computer Tape(s)	
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche	
Bound Book Video Tape	Geographical	10. Appual Accumulation	
	Geographica	10. Annual Accumulation	
⊠ Other (specify)Laserfiche	Other (specify)by project	Number	
		File Drawer(s)	
		Microfilm Reel(s) Computer Tape(s)	
		Other (specify)Laserfiche	
11. File is Used	12. File Becomes Inactive After		
🗌 Daily 🛛 Weekly 🖂 Monthly 🗌 Ani	nually Number Month(s)	⊠ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhe	ere? (If yes, specify agency or office.)	
MES Headquarters and Laserfiche SQL server	🗌 Yes 🛛 No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements		
☐ Yes			
	🗌 None 🛛 State 🖾 Federal	Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements 18 Recommanded Detection		
🗌 Yes 🛛 No		8. Recommended Retention	
	Retain for 3 years afte	r cleanup completed, then destroy.	
19. Name and Title of Preparer	20. Telephone Number	21. Date	
Bonnie Sizemore, Administrator	410-729-8300	6/12/13	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division TES		AGENCY RECORDS INVENTORY PAGE63 OF77 3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for re 4. Record Series Title Hazardous Waste Biennial and Exception Reports 6. Record Series Description (Briefly describe the types of information/documents/forms found in th series.) Files include the biennial, annual, and exception reports for hazardous waste c Hawkins Point Landfill, and Dundalk Marine Terminal.		5. Earliest Year/Latest Year to e series. Include the purpose or function of the	
Letter Size Microfilm Alphabet Legal Size Computer Tape Numeric Audio Tape Floppy Disk Chronok Bound Book Video Tape Geograp		 8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)by project 	9. Volume Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify)_Laserfiche
□ Daily ⊠ Weekly ⊠ Monthly □ Annually Nur 13. Current Location(s) (Bidg., Floor, Room) 14. MES Headquarters and Laserfiche SQL server 14. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. □ Yes ⊠ No 17. Is an Index System used? If yes, explain briefly and describe requirements 18 □ Yes ⊠ No		14. Is Record Series Duplicated Elsewhere □ Yes ○ No 16. Audit Requirements □ None ○ State ○ Federal 18. Recommended Retention Retain for 5 years, then] Independent destroy.
19. Name and Title of Preparer Bonnie Sizemore, Administrator	20. Telephone Number 410-729-8300		21. Date 6/12/13

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 410-799-1930	AGENCY RECORDS INVENTORY PAGE64 OF77
1. Department/Agency Maryland Environmental Service	2. Division Environmental Operations	3. Unit
DEFINITION: RECORD SERIES: A group of related record 4. Record Series Title Project files 6. Record Series Description (Briefly describe the types of All information regarding operation of pro	of information/documents/forms found in the ser	5. Earliest Year/Latest Year to ies. Include the purpose or function of the series.)
inspection reports, daily logs, computer s project. This includes information at hear limited to: landfills, transfer facilities, com restoration and closure, etc.	cale weigh tickets and other inform dquarters and at the off-sit facility.	nation pertinent to the operation of the Types of projects to include, but not
7. Record Series Format(s) List all ☑ Letter Size Microfilm ☑ Legal Size Computer Tape ☐ Audio Tape Floppy Disk ☐ Bound Book Video Tape ☑ Other (specify) Laserfiche Document Imaging System System	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) By project and year	9. Volume 20
11. File is Used	12. File Becomes Inactive After completion of project Number	ar(s)
 13. Current Location(s) (Bldg., Floor, Room) MES Headquarters and Field locations 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No 	14. Is Record Series Duplicated Elsewhere? (I Yes No 16. Audit Requirements None State Federal Ind	
17. Is an Index System used? If yes, explain briefly and describe requirer ☐ Yes	nents 18. Recommended Retention Retain for 5 years, then de	estroy.
19. Name and Title of Preparer Ken Lathroum, Senior Operations Manager	20. Telephone Number 410-729-8370	21. Date 4/11/13

DGS	550-4	(Rev.	1/93)
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service DEFINITION: RECORD SERIES: A group of related reco 4. Record Series Title	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Environmental Operations ords normally filed and used as a unit for referen		AGENCY RECORDS INVENTORY PAGEOF77 3. Unit ce as well as retention and disposition purposes. 5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe the types of			ies. Include the purpose or function of the series.)
These files included annual reports or interim reports. Also, Semi-annual gro other solid waste handling facilities, a	oundv	vater and surface water q	uality testing results for landfills and
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
🛛 Letter Size 🔲 Microfilm		Alphabetical	 Number
Legal Size Computer Tape		Numerical	 ➢ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
Audio Tape Sloppy Disk		Chronological	Other (specify)Laserfiche
Bound Book Video Tape		Geographical	10. Annual Accumulation
⊠ other (specify)Laserfiche Document Imaging System		Other (specify) By project and year	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)
11. File is Used		12. File Becomes Inactive After 5 Number Month(s)	ar(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters		14. Is Record Series Duplicated Elsewhere? (I	f yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
17. Is an Index System used? If yes, explain briefly and describe requirem ☐ Yes	nents	18. Recommended Retention Retain for 5 years, then de	estroy.
19. Name and Title of Preparer Ken Lathroum, Senior Operations Manager		20. Telephone Number 410-729-8370	21. Date 4/11/13

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service DEFINITION: RECORD SERIES: A group of related records nor 4. Record Series Title Engineering Files – Solid waste projects	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Environmental Operations mally filed and used as a unit for reference as	AGENCY RECORDS INVENTORY PAGE66 OF77 3. Unit well as retention and disposition purposes. 5. Earliest Year/Latest Yearto
6. Record Series Description (Briefly describe the types of inform These files include blue prints, technical ar files, etc.		
7. Record Series Format(s) List all ☑ Letter Size Microfilm ☑ Legal Size Computer Tape ☐ Audio Tape Floppy Disk ☐ Bound Book Video Tape ☑ Other (specify) Laserfiche Document Imaging System, and CADD files	□ Alphabetical Numerical □ Numerical □ □ Chronological □ □ Geographical □ □ Other (specify) □ By project and year □	Volume _2 mber] File Drawer(s)] Microfilm Reel(s)] Other (specify)Laserfiche Annual Accumulation _1 mber] File Drawer(s)] Microfilm Reel(s)] Computer Tape(s)] Other (specify)
11. File is Used	12. File Becomes Inactive After Mumber Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes No	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain until structure is destroyed.	
19. Name and Title of Preparer Ken Lathroum, Senior Operations Manager	20. Telephone Number 410-729-8370	21. Date 4/11/13

Instructions –Type or Print a separate form for each new or	DEPARTMENT OF GENERAL	AGENCY RECORDS INVENTORY
revised record series. Forward with Records Retention	SERVICES	
Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION	
	7275 Waterloo Road, P.O. Box 275	PAGE67 OF77
	Jessup, Maryland 20794	
	410-799-1930	
1. Department/Agency	2. Division	3. Unit
Maryland Environmental Service	Environmental Operations	
DEFINITION: RECORD SERIES: A group of related records nor	mally filed and used as a unit for reference	as well as retention and disposition purposes
4. Record Series Title		5. Earliest Year/Latest Year
Bond Files - project		to
bond hies project		
6. Record Series Description (Briefly describe the types of inform	nation/documents/forms found in the series	Include the purpose or function of the series.)
These files include the application, corresp		entation relating to the bolids for
specific projects. They do not include fina	ncial data.	
· ·		
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
🛛 Letter Size 🔲 Microfilm	Alphabetical	1 Number
생활 맛에 잘 안 물었다. 여러 이 없다. 그렇게		E File Drawer(s)
🛛 Legal Size 🔲 Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s)
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche
Bound Book Video Tape	Geographical	10. Annual Accumulation
		1 or less
⊠ other (specify)Laserfiche Document Imaging	Other (specify) By project and year	Number
System	by project and year	File Drawer(s) Kicrofilm Reel(s)
<u></u>		Computer Tape(s)
		Other (specify)
11. File is Used	12. File Becomes Inactive After	
🗌 Daily 🗌 Weekly 🗌 Monthly 🛛 Annually	Number Month(s) Xea	r(s)
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If	ves. specify agency or office.)
MES Headquarters and field locations	Yes No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
Yes No		
	🗌 None 🛛 State 🗌 Federal 🖾 Inde	pendent
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention	
Yes 🛛 No	Retain until retirement of be	ond and final audit requirements have
	been met, then destroy.	
19. Name and Title of Preparer	20. Telephone Number	21. Date
Ken Lathroum,	410-729-8370	4/11/13
Senior Operations Manager		
	the second s	

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	AGENCY RECORDS INVENTORY	
	Jessup, Maryland 20794 410-799-1930	3. Unit	
1. Department/Agency	2. Division	3. Unit	
Maryland Environmental Service	Environmental Operations		
DEFINITION: RECORD SERIES: A group of related records nor	mally filed and used as a unit for reference as		
4. Record Series Title Grant Files - project		5. Earliest Year/Latest Year to	
6. Record Series Description (Briefly describe the types of inform	nation/documents/forms found in the series.	Include the purpose or function of the series.)	
These files include the application, corresp	ondence, and other documer	tation relating to the grants for	
specific projects. They do not include final	ncial data.		
7. Record Series Format(s) List all	8. Record Series Sequence 9	Volume	
	-	_1 umber	
Letter Size Microfilm		File Drawer(s)	
🛛 Legal Size 🗌 Computer Tape		Microfilm Reel(s) Computer Tape(s)	
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche	
Bound Book Video Tape		0. Annual Accumulation	
⊠ Other (specify)Laserfiche Document Imaging		<u>1 or less</u> umber	
		∃ File Drawer(s)] Microfilm Reel(s)	
System		Computer Tape(s)	
		Other (specify)	
11. File is Used	12. File Becomes Inactive After		
🗌 Daily 🗌 Weekly 🗌 Monthly 🖾 Annually	Number Month(s) Xear(s		
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters and field locations	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements		
Yes No	🗌 None 🛛 State 🖾 Federal 🖾 Indepe	ndent	
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention		
☐ Yes ⊠ No	Retain based on terms and o	conditions of the grant.	
19. Name and Title of Preparer	20. Telephone Number	21. Date	
Ken Lathroum,	410-729-8370 4/11/13		
Senior Operations Manager			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service DEFINITION: RECORD SERIES: A group of related records norr 4. Record Series Title Environmental Monitoring – Solid Waste	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Environmental Operations mally filed and used as a unit for reference as	AGENCY RECORDS INVENTORY PAGEOF77 3. Unit s well as retention and disposition purposes. 5. Earliest Year/Latest Yearto
6. Record Series Description (Briefly describe the types of inform	ation/documents/forms found in the series.	include the purpose or function of the series.)
These files include original laboratory data	sheets as received, electroni	cally, from the laboratory.
7. Record Series Format(s) List all		Volume
Letter Size Microfilm		_1 umber
Legal Size Computer Tape] File Drawer(s)] Microfilm Reel(s)
		Computer Tape(s)
Audio Tape Floppy Disk	Chronological	Other (specify)Laserfiche
Bound Book Video Tape). Annual Accumulation _1 or less
⊠ other (specify)Laserfiche Document Imaging		umber
System and/or PDF in server		File Drawer(s) Microfilm Reel(s)
		Computer Tape(s)
		Other (specify)
11. File is Used	12. File Becomes Inactive After	
🛛 Daily 🗌 Weekly 🗌 Monthly 🔲 Annually	5 Number □ Month(s) ⊠ Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters and field locations	14. Is Record Series Duplicated Elsewhere? (If yes	s, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
	None State Federal Indepen	ndent
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention	
Yes 🛛 No	Retain for 5 years, then dest	rov.
19. Name and Title of Preparer	20. Telephone Number	21. Date
Ken Lathroum,	410-729-8370	4/11/13
Senior Operations Manager		
DCR EE0 4 (Dev. 1/02)		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	RECORDS M 7275 Wate Jessu 2. Division	MENT OF GENERAL SERVICES MANAGEMENT DIVISION rloo Road, P.O. Box 275 p, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE70 OF77 3. Unit
Maryland Environmental Service		ental Operations	Marketing
DEFINITION: RECORD SERIES: A group of related record	l ds normally file	ed and used as a unit for refe	rence as well as retention and disposition purposes.
4. Record Series Title		*	5. Earliest Year/Latest Year
Customer Product Invoices			<u>2008</u> to
6. Record Series Description (Briefly describe the types o	f information/do	ocuments/forms found in the	series. Include the purpose or function of the series.)
These files include invoices, and backup	materials fo	or Leafgro®, Compro	® and any other MES marketed
products. The backup records consist of p	oick slips ar	nd signed product we	eigh tickets.
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size Microfilm		Alphabetical	4 Number
		Alphabelical	∑ File Drawer(s)
Legal Size Computer Tape		Numerical	Microfilm Reel(s)
Audio Tape Floppy Disk		Chronological	Computer Tape(s) Other (specify)
Bound Book Video Tape		Geographical	10. Annual Accumulation
⊠ Other (specify)Laserfiche Document Imaging	System	Other (specify)	Number ⊠ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)
11. File is Used		12. File Becomes Inactive After	
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌 Annually		Number Month	(s) 🖂 Year(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters		14. Is Record Series Duplicated E	Isewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No		16. Audit Requirements ☑ None □ State □ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No		18. Recommended Retention	
		Retain for 5 years,	then destroy.
19. Name and Title of Preparer		20. Telephone Number	21. Date
Ken Lathroum,		410-729-8370	4/11/13
Senior Operations Manager			
DGS 550-4 (Rev. 1/93)			

<u>Instructions</u> –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 27 Jessup, Maryland 20794 410-799-1930	
1. Department/Agency	2. Division	3. Unit
	Environmental Operation	
DEFINITION: RECORD SERIES: A group of related records r	normally filed and used as a unit fo	
4. Record Series Title		5. Earliest Year/Latest Year
Used Oil Recycling		to
6. Record Series Description (Briefly describe the types of info	ormation/documents/forms found in	n the series. Include the purpose or function of the series.)
Annual reports, quarterly collection reports, e	etc.	
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
		<u>1</u>
Letter Size Microfilm	Alphabetical	Number
Legal Size Computer Tape	Numerical	 ➢ File Drawer(s) ☐ Microfilm Reel(s)
		Computer Tape(s)
Audio Tape Floppy Disk	Chronological	Other (specify)
Bound Book Video Tape	Geographical	10. Annual Accumulation
⊠ other (specify)_Laserfiche Document Imaging	Other (specify)	Number
		⊠ File Drawer(s)
System		Microfilm Reel(s) Computer Tape(s)
		Other (specify)
11. File is Used	12. File Becomes Inactive After	
🗌 Daily 🗌 Weekly 🖾 Monthly 🗌 Annually	Number Mont	h(s) 🛛 Year(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters	14. Is Record Series Duplicated	Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
Yes No		
	None State Fe	ederal Independent
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Rete	ention
	Dotoin for E vice	then destroy
	Retain for 5 years	, men destroy.
19. Name and Title of Preparer	20. Telephone Number	21. Date
Ken Lathroum,	410-729-8370	4/11/13
Senior Operations Manager		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Environmental Service DEFINITION: RECORD SERIES: A group of related records 4. Record Series Title Recycling Reports	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Environmental Operations	AGENCY RECORDS INVENTORY PAGE72 OF _77 3. Unit Recycling erence as well as retention and disposition purposes. 5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe the types of in	nformation/documents/forms found in the	series. Include the purpose or function of the series.)
Annual tonnage reports, Landfill tonnage re		
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
Letter Size Microfilm	Alphabetical	1 Number ⊠ File Drawer(s)
Legal Size Computer Tape	Numerical	Microfilm Reel(s)
Audio Tape Floppy Disk	Chronological	Computer Tape(s) Other (specify)
Bound Book Video Tape	Geographical	10. Annual Accumulation
⊠ ^{other (specify)} _Laserfiche Document Imaging System	Other (specify)	 Number ⊠ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)
11. File is Used	12. File Becomes Inactive After	
🗌 Daily 🗌 Weekly 🛛 Monthly 🗌 Annually	5	⊠ Year(s)
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters	14. Is Record Series Duplicated Elsewhe ⊠ Yes □ No MDE Office of Recycling	ere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	16. Audit Requirements	Independent
17. Is an Index System used? If yes, explain briefly and describe requirement ☐ Yes ⊠ No	^s 18. Recommended Retention Retain for 5 years, the	n destroy.
19. Name and Title of Preparer Ken Lathroum, Senior Operations Manager	20. Telephone Number 410-729-8370	21. Date 4/11/13

Maryland Environmental Service Environmental Operations Recycling DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpor 5. Earliest Year/Latest Year A. Record Series Title 5. Earliest Year/Latest Year	nstructions –Type or Print a separate form for each new r revised record series. Forward with Records		MENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
Maryland Environmental Service Environmental Operations Recycling DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purper 5. Earliest Year/Latest Year a. Record Series Title 5. Earliest Year/Latest Year	etention Schedule (DGS 550-1)	7275 Water	loo Road, P.O. Box 275 o, Maryland 20794	PAGE73 OF77	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as relention and disposition purper 4. Record Series Title 5. Earliest Year.Latest Year CFC Recovery Program 10 5. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. 10 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. 7. Bacord Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. 9. Year (Series Formation) test service. Include the purpose or function of the series. 9. Keard Series Formation) List all Image: Series Formation (Series Formation) 9. Record Series Computer Tape Image: Series Formation (Series Formation) Image: Series Formation) 9. Record Series Computer Tape Image: Series Formation (Series Formation) Image: Series Formation) 9. Record Series Some (Series Computer Tape) Image: Series Formation) Image: Series Formation) 9. Coher (speachy) Last Record Series Dupli	. Department/Agency	2. Division		3. Unit	
B. Record Series Title 5. Earliest Year/Latest Year CFC Recovery Program	Maryland Environmental Service	Environm	ental Operations	Recycling	
CFC Recovery Program	8	normally filed	and used as a unit for refer		
These files include a tally of total number of units by client and year of air conditioners and refrigerators proc The files document the identification, collection, and proper disposal of CFC's from discarded refrigeration userviced by MES for MES owned or operated sites, as well as clients who have contracted for that service. *:Record Series Format(s) List all © clear Size Microfilm Leipsi Size Computer Tape Aphabetical Number Aphabetical Number Audio Tape Differ (specify) Bound Book Video Tape Other (specify) Laserfiche Document Imaging System 11. File is Used 12. File Becomes functive After Daily Weeksy 13. Current Location(s) (Big., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes No 16. an Index System use?? Independent 17. Is an Index System use?? Independent					
The files document the identification, collection, and proper disposal of CFC's from discarded refrigeration userviced by MES for MES owned or operated sites, as well as clients who have contracted for that service. *: Record Series Format(s) List all © Letter Size Microfilm © Letter Size Computer Tape © Audio Tape Pioppy Disk © Other (specify)_Laserfiche Document Imaging System 10. Annual Accumulation Other (specify)_Laserfiche Document Imaging System 12. File Becordseries Duplicated Elsewhere? (If yes, specify agency or office.) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 14. is an index System use?? If yes, explain briefly and describe requirements 16. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 15. a in index System use?? If yes, explain briefly and describe requirements 18. Record Mertention					
Serviced by MES for MES owned or operated sites, as well as clients who have contracted for that service. Record Series Format(s) List all Cettor Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Chronological Other (specify) Laserfiche Document Imaging System Annual Accumulation Annual Accumulation Chronological Other (specify) Laserfiche Document Imaging System Pile Drawer(s) Microfilm Real(s) Computer Tape(s) Other (specify) Chronological Other (specify) Chronological Chronological Other (specify) Chronological Other (specify) Chronological Secord Series Duplicated Elsewhere? Weer(s) Microfilm Real(s) Computer Tape(s) Other (specify) No No Is Accuras Restrictions (If Yes, cite Law(s) & Regulation(s) No 	These files include a tally of total number of	units by cl	ient and year of air	conditioners and refrigerators processed	
serviced by MES for MES owned or operated sites, as well as clients who have contracted for that service. *. Record Series Format(s) List all © Letter Size Microfilm © Legal Size Computer Tape © Audio Tape Floppy Disk © Bound Book Video Tape © Other (specify) Laserfiche Document Imaging System 11. File is Used 12. File Becomes Inactive After Daily Weekly 13. Current Location(s) (Bidg., Floor, Room) MSF Headquarters 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements © No 16. Audit Requirements © No 18. Record Retention	The files document the identification, collect	tion, and pr	oper disposal of CF	C's from discarded refrigeration units	
7. Record Series Format(s) List all Accord Series Sequence Alphabetical Alphabetical Alphabetical Alphabetical Alphabetical Alphabetical Alphabetical Alphabetical Audio Tape Floppy Disk Chronological Other (specify) Laserfiche Document Imaging System 10. Annual Accumulation 1 Other (specify) Laserfiche Document Imaging System 11. File is Used 1 Daily Number Its is used 1 Daily Monthly Annually 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes None None State Federal <td></td> <td></td> <td></td> <td></td>					
□ Letter Size	serviced by MES for MES owned or operate	ed sites, as	well as clients who	have contracted for that service.	
□ Letter Size Microfilm □ Legal Size Computer Tape □ Legal Size Computer Tape □ Audio Tape Floppy Disk □ Bound Book Video Tape □ Other (specify) Laserfiche Document Imaging System □ □ Other (specify) Laserfiche Document Imaging System □ □ Other (specify) Laserfiche Document Imaging System □ 11. File is Used □ 12. File Becomes Inactive After □ Daily Weekly Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ 16. Audit Requirements □ Yes No □ 17. Is an Index System used? If yes, explain briefly and describe requirements □ 18. Recommended Retention					
□ Letter Size Microfilm □ Legal Size Computer Tape □ Adphabetical Number □ Adphabetical Number □ Adphabetical Number □ Adphabetical Numerical □ Adphabetical Other (specify) □ Adphabetical Other (specify) □ Bound Book Video Tape □ Other (specify) _Laserfiche Document Imaging System □ Other (specify) _Laserfiche Document Imaging System 11. File is Used	. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	
□ Legal Size Computer Tape □ Legal Size Computer Tape □ Audio Tape Flopry Disk □ Bound Book Video Tape □ Bound Book Video Tape □ Other (specify) Laserfiche Document Imaging System □ Other (specify) Number □ Daily Weeky □ Daily Weeky □ Daily Weeky □ Annually 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ○ No 15. Access Restritcions (If Yes, cite Law(s) & Regulation(_	
Audio Tape □ Floppy Disk Bound Book Video Tape Chronological □ Chronological Other (specify) Laserfiche Document Imaging System It. File is Used 12. File Becomes Inactive After Daily Weekly Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) MES Headquarters 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) [5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention			Alphabelica	///12/11/12/2009	
□ Audio Tape □ Chronological □ Other (specify) □ Bound Book Video Tape □ Chronological □ Annual Accumulation □ Other (specify) _Laserfiche Document Imaging System □ Other (specify) □ Annual Accumulation □ Other (specify) _Laserfiche Document Imaging System □ Other (specify) □ Annual Accumulation □ Other (specify) _Laserfiche Document Imaging System □ Other (specify) □ □ Other (specify) _Laserfiche Document Imaging System □ Other (specify) □ □ Other (specify) _Laserfiche Document Imaging System □ Other (specify) □ □ Other (specify) _Laserfiche Document Imaging System □ Other (specify) □ □ Daily □ Weekly ☑ Monthly Annually □ 11. File is Used □ 12. File Becomes Inactive After □ □ Daily □ Weekly ☑ Monthly Annually □ Number □ Month(s) ☑ Year(s) □ 13. Current Location(s) (Bidg., Floor, Room) □ □ □ Yes ☑ No □ □ □ 15. Accease Restricitons (if Yes, cite Law(s) & Regulation(s	Legal Size Computer Tape		Numerical		
□ 0ther (specify)_Laserfiche Document Imaging System □ 1	Audio Tape Floppy Disk		Chronological		
☑ Other (specify)_Laserfiche Document Imaging System □ Other (specify)	Bound Book Video Tape		Geographical	10. Annual Accumulation	
☑ Other (specify)_LASEFTICNE DOCUMENT IMAGING SYSTEM □ File Drawer(s) □ Case of the specify □ File Drawer(s) □ Life is Used □ 2. File Becomes inactive After □ Daily □ Weekly ○ Daily □ Weekly ○ Daily □ Weekly ○ Daily ○ Weekly ○ Annually 14. Is Record Series Duplicated Elsewhere? ○ State ○ State ○ State ○ Federal ○ No 16. Audit Requirements ○ No ○ No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention			Other (specify)	_	
Image: Instant of the second series of the second series requirements Image: Imag	⊠ Other (specify)_Laserfiche Document Imaging S	System			
In the is Used In the is U					
□ Daily □ Weekly ☑ Monthly □ Annually □ 1					
□ Daily Weekly Monthly Annually Number □ Month(s) ☑ Year(s) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention	11. File is Used		12. File Becomes Inactive After		
13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ○ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ○ No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention			_	th(s) Xear(s)	
MES Headquarters □ Yes ⊠ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No 16. Audit Requirements ⊠ None □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No 18. Recommended Retention					
MES Headquarters □ Yes ⊠ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ No □ None □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No 18. Recommended Retention 18. Recommended Retention					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes □ Yes ☑ No				Elsewhere? (If yes, specify agency or office.)	
☐ Yes ⊠ No ☐ Yes ⊠ None ☐ State ☐ Federal ☐ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ⊠ No	AES Headquarters		🗌 Yes 🛛 No		
Image: None State Federal Independent Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Image: Yes No	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes ☑ No			None State Federal Independent		
Yes No					
	17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention		
retain for 5 years, then desirely.	🗌 Yes 🛛 No		Retain for 5 years	then destroy	
			Tretain for 5 years	, men destroy.	
19. Name and Title of Preparer 20. Telephone Number 21. Date	19. Name and Title of Preparer		20. Telephone Number	21. Date	
Ken Lathroum, 410-729-8370 4/11/13					
Senior Operations Manager	Senior Operations Manager				

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 410-799-1930		AGENCY RECORDS INVENTORY PAGE74 OF77		
1. Department/Agency	2. Divis	sion	3. Unit		
Maryland Environmental Service	Envir	ronmental Operations			
DEFINITION: RECORD SERIES: A group of related reco	DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for refere				
4. Record Series Title			5. Earliest Year/Latest Year		
Midshore Regional Recycling Program f	iles	4	to		
6. Record Series Description (Briefly describe the types	of informa	ation/documents/forms found in the seri	ies. Include the purpose or function of the series.)		
Records relating to operation of the Mids	hore R	egional Recycling Program,	to include: reports, tonnages-collected		
and sold, capital investments and revenu	ies. etc	2			
	,				
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume		
			<u>2</u>		
Letter Size Microfilm		Alphabetical	Number		
🛛 Legal Size 🔲 Computer Tape		Numerical	Microfilm Reel(s)		
Audio Tape Disk		Chronological	Computer Tape(s) Other (specify)_Laserfiche		
Bound Book Video Tape		Geographical	10. Annual Accumulation		
System System			<u>_1</u>		
		Other (specify) By project and year	Number		
			Microfilm Reel(s)		
			Computer Tape(s) Other (specify)		
11. File is Used		12. File Becomes Inactive After			
		_ <u>5</u>	(1)		
🖉 🗌 Daily 🛛 Weekly 🗌 Monthly 🗌 Annually		Number Month(s) Xear(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
MES Headquarters and Field locations	MES Headquarters and Field locations		Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Requirements			
		⊠ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention			
		Retain for 5 years, then destroy.			
19. Name and Title of Preparer	19. Name and Title of Preparer 20. Telephone N		21. Date		
Ken Lathroum,		410-729-8370	4/11/13		
Senior Operations Manager					

Instructions –Type or Print a separate form for each new	DEPART	MENT OF GENERAL	AGENCY RECORDS INVENTORY
or revised record series. Forward with Records		SERVICES	
Retention Schedule (DGS 550-1)	RECORDS	ANAGEMENT DIVISION	
		loo Road, P.O. Box 275	PAGE75 OF77
		p, Maryland 20794	
	Jessu	410-799-1930	
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	Environm	ental Operations	Scrap Tire Recycling Program
		ontai operatione	
DEFINITION: RECORD SERIES: A group of related records	s normally filed	and used as a unit for refere	ence as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
Scrap Tire Cost Recovery Files			to
6. Record Series Description (Briefly describe the types of i	nformation/docu	uments/forms found in the s	eries. Include the purpose or function of the series.)
These files include payments made to cont		•	
packages, etc., for projects in which MDE is	s seeking c	ost recovery for the	cleanup from the property owners.
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
		o. Necola cones coquence	4
Letter Size Dicrofilm		Alphabetical	Number
			File Drawer(s)
Legal Size Computer Tape		Numerical	Microfilm Reel(s) Computer Tape(s)
Audio Tape Floppy Disk		Chronological	Other (specify)_boxes
Bound Book Video Tape		Geographical	10. Annual Accumulation
		Other (specify)	 Number
○ Other (specify)_Laserfiche Document Imaging	System	By project and year	File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes Inactive After	
		completion of cleanup	
🗌 Daily 🛛 Weekly 🗌 Monthly 🗌 Annually		Number Mont	h(s) 🛛 Year(s)
12 Current Location/e) (Pida Elecs Doom)		14 la Doord Carles Durlinster	Elsouhoro? //fuon anosifu same attach
13. Current Location(s) (Bldg., Floor, Room) MES Headquarters		14. Is Record Series Duplicated	Elsewhere? (If yes, specify agency or office.)
		MDE	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes No		🗌 None 🛛 State 🗌 Fe	
 Is an Index System used? If yes, explain briefly and describe requirement Yes No 	ts	18. Recommended Rete	ention
		Retain for 10 years after	completion of project, then destroy.
10 Name and Title of Property		20 Tolochara Numb	24 Date
19. Name and Title of Preparer		20. Telephone Number	21. Date
Ken Lathroum,		410-729-8370	4/11/13
Senior Operations Manager			

Instructions –Type or Print a separate form for each new	DEPART	MENT OF GENERAL	AGENCY RECORDS INVENTORY
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		PAGE76 OF77
	0.0	410-799-1930	
1. Department/Agency	2. Division		3. Unit
Maryland Environmental Service	Environm	ental Operations	Scrap Tire Recycling Program
DEFINITION: RECORD SERIES: A group of related record	s normally filed	and used as a unit for refere	ence as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
Scrap Tire Non-Cost Recovery Files			to
6. Record Series Description (Briefly describe the types of i	nformation/docu	uments/forms found in the s	I eries. Include the purpose or function of the series.)
These files include payments made to cont	ractor(s) du	iring cleanup, MES e	employee timesheets, contracts and bid
packages, etc. for projects that MDE will no	t be seekin	g cost recovery fron	n the property owner.
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
			<u>4</u>
Letter Size Microfilm		Alphabetical	Number
Legal Size Computer Tape		Numerical	Microfilm Reel(s)
Audio Tape Floppy Disk		Chronological	Computer Tape(s) Other (specify)_boxes
Bound Book Video Tape		Geographical	10. Annual Accumulation
		Other (specify)	 Number
⊠ other (specify)_Laserfiche Document Imaging	System	By project and year	File Drawer(s)
			Microfilm Reel(s) Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes Inactive After	
		completion of cleanup	
Daily Weekly Monthly Annually		Number Mont	h(s) 🛛 Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated I	Elsewhere? (If yes, specify agency or office.)
MES Headquarters		Yes No MDE	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
🗌 Yes 🛛 No		🗌 None 🛛 State 🔲 Fe	
17. Is an Index System used? If yes, explain briefly and describe requirement	S	18. Recommended Rete	ntion
Ves 🛛 No		Retain for 5 years after completion of project, then destroy.	
19. Name and Title of Preparer		20. Telephone Number	21. Date
Ken Lathroum, Senior Operations Manager		410-729-8370	4/11/13
DGS 550-4 (Rev. 1/93)			

Instructions –Type or Print a separate form for each	DEPARTMENT OF GENERAL	AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records	SERVICES			
Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION	PAGE77 OF77		
	7275 Waterloo Road, P.O. Box 275			
	Jessup, Maryland 20794 410-799-1930			
1. Department/Agency	2. Division	3. Unit		
Maryland Environmental Service	Environmental Operations			
DEFINITION: RECORD SERIES: A group of related record	ds normally filed and used as a unit for refe	erence as well as retention and disposition purposes.		
4. Record Series Title		5. Earliest Year/Latest Year		
Water Quality Loan Funding projects		to		
6. Record Series Description (Briefly describe the types of	information/documents/forms found in the	series. Include the purpose or function of the series.)		
Project files for projects funded by MDI	E Water Quality Loans, such	n as Garner/Brandywine, Hobbs		
Road, Beulah Landfill, etc Awards, a	mortizations costs and ren	avments		
Road, Deulan Landini, etc Awards, a		ayments.		
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume		
Letter Size Microfilm	Alphabetical	Number		
Legal Size Computer Tape	Numerical	File Drawer(s) Microfilm Reel(s)		
		Computer Tape(s)		
Audio Tape Floppy Disk	Chronological	Other (specify)		
Bound Book Video Tape	Geographical	10. Annual Accumulation		
⊠ other (specify)Laserfiche Document Imaging	Other (specify)	1 Number		
	By project and year	☐ File Drawer(s) ☐ Microfilm Reel(s)		
System		Computer Tape(s)		
		Other (specify)		
11. File is Used	12. File Becomes Inactive After			
	completion of cleanup			
Daily Weekly Monthly Annually	Number Month(s)	⊠ Year(s)		
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewi	nere? (If yes, specify agency or office.)		
MES Headquarters	Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements			
🗌 Yes 🛛 No		None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requiremen	nts 18. Recommended Retention	18. Recommended Retention		
Ves XNo	Retain for 5 years after	Retain for 5 years after completion of project, and payment of		
		the loan then destroy.		
	and four their destroy.			
19. Name and Title of Preparer	20. Telephone Number	21. Date		
Ken Lathroum,	410-729-8370	4/11/13		
Senior Operations Manager				
GS 550-4 (Rev. 1/93)				