## DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.

1456

1 of 1

PAGE NO.

## RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Transportation Motor Vehicle Administration Planning & Facilities Development Division

	AG EN CY	opment Division DIVISION	
Item No.	Description	Retention	
1	BRANCH/EXPRESS OFFICES		
	Purchase background information for all Branch/Express MVA Offices.	Retain for (3) years, transfer to Records Manage- ment Center for (7) years, then destroy.	
2	DEEDS, Etc.		
	Documents of Department of Transportation/Motor Vehicle Administration Property Ownership, Facilities Agreements, Certificates of Participation, Substantial Completion Certificates	Establish as permanent series; transfer periodically to State archives.	
3	LEASES		
	Leases, Board of Public Works (BPW) Item Numbers	Retain in office (10) years beyond lease expiration date and then destroy.	
4	BLUE PRINT FILE	•	
	Plans/Blue Prints/Deeds of Department of Transportation/Motor Vehicle Administration Oroperty Ownership of current & past projects.	Retain until reference value ceases & then destroy	
5	QUARTERLY BUDGET UPDATES FOR MVA OFFICES		
	Consolidated Transportation Program (CTP) State Transportation Report (SRT) Comprehensive Work Schedule (CWS)	Retain for (3) years, transfer to Records Management Center for (7) years, then destroy.	
6	GENERAL ADMINISTRATIVE FILE	·	
	Correspondence, reports, memoranda, and miscellaneous materials which reflect the routine operations of this office.	Retain for (3) years, then screen & destroy all material not needed for conduct of business.	

Schedule	Approved b	y Department,
Agency, o	or Division	Representative

Swand C. Saperfore for Schedule Authorized by

Title

State Archivist

Director

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	RECORDS MANAGE	GENERAL SERVICES	AGENCY RECORDS INVENTURY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE ( 550-1)	P.O. 1	ERLOO ROAD BOX 278 RYLAND 20794	PAGE 1 OF 6	
1. DEFARMENT/AGENCY Motor Vehicle Administration	2. DIVISION Facilities Deve	Planning & elopment Division	3. UNIT Same as #2	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	RDS NORMALLY FILE	D AND USED AS A UNIT FOR	
REFEREN	CE AS WELL AS RET	TENTION AND DISPO	SITION PURPOSES	
4. RECORD SERIES TITLE BRANCH/EXPRESS OFFICES			5. EARLIEST YEAR/LATEST YEAR  1986 TO 1992	
6. RECORD SERIES DESCRIPTION (BR	IEFLY DESCRIBE TH	KE TYPES OF INFORM	AATION/DOCUMENTS/FORMS FOUND	
'IN	THE SERIES.	INCLUDE THE PE	IRPOSE OR FUNCTION OF THE SEPIES	
Purchase background inform	ation for all Bra	nch/Express MVA	Offices	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME	
CX LETTER SIZE D MICROFILM	ă ALPHABETI		₩ FILE DRAWER(S)	
EGAL SIZE COMPUTER TAPE	□ NUMERICAL		9 GOMENTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	□ CHRONOLOG		9 COMPUTER TAPE(S) NUMBER COMPUTER (SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	GEOGRAPHI			
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION  ### FILE DRAWER(S)	
- OTEM SECURIT	OTHER(SPECIFY)		□ MICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	□ MONTHLY	NUMBER II	MONTH(S) BYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE!		
Motor Vehicle Administration		(IF YES, SPECIFY AGENCY OR OFFICE)		
Room 224		Ø YES D NO DGS/MDOT		
15. ACCESS RESTRICTIONS O YES	•• ·	16. AUDIT REQUII	and a second sec	
(IF YES, CITE LAW(S) & REGULAT	· lon( B )	O NONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF	YES, EXPLAIN			
BRIEFLY AND DESCRIBE ANY HA		Retain for (3) years, transfer to Records Management Center for (7) years, then destroy.		
TES C NO				
			V · · · · · · · · · · · · · · · · · · ·	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE	
Lucy Doelle Administrative Aide 787-7894		7/16/92		
Administrative Aide	707 7074			

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE S \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794  2. DIVISION Planning & Facilities Development Division		AGENCY RECORDS INVENTURY  PAGE 2 OF 6  3. UNIT Same as #2	
1. DEFARTMENT/AGENCY				
Motor Vehicle Administration  DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	RDS NORMALLY FILE	AND USED AS A UNIT FOR	
REFEREN	CE AS WELL AS RET	TENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE DEEDS			5. EARLIEST YEAR/LATEST YEAR  1986 TO 1992	
O. RECORD SERIES DESCRIPTION	THE SERIES.	INCLUDE THE PU	MATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SERVES; istration	
7. RECORD SERIES FORMAT(S)  LETTER SIZE D MICROFILM  LEGAL SIZE D COMPUTER TAPE  BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL		9. VOLUME  XI FILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  NUMBER   OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		O FILE DRAWER(S) O MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S) None O OTHER(SPECIFY)	
11. FILE IS USED			S INACTIVE AFTER MONTH(S) DYEAR(S)	
MOTOR Vehicle Administration Room 224		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  D YES & NO		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS  ***X NONE		
17. IS AN INDEX SYSTEM USED? (IP YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  TYES TO NO		18. RECOMMENDED RETENTION  Retain permanently TRANSFER  PELIODICALLY TO THE STATE  ARCHIVES.		
9. NAME AND TITLE OF PREPARER Lucy Doelle Administrative Aide  DGS 550-4 (REVISED 2/87)  20. TELEPHONE N 787-7894		rumber	<b>21. DATE</b> 7/16/92	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE S \$50-1)	RECORDS MANAG 7278 WATE P.O.	GENERAL SERVICES EMENT DIVISION ERLOO ROAD BOX 278 RYLAND 20794	AGENCY RECORDS INVENTORY  PAGE 3 OF 6	
1. DEFARTMENT/AGENCY Motor Vehicle Administration	2. DIVISION Pl Facilities Deve	anning & Lopment Division	3. UNIT Same as #2	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOI	RDS NORMALLY FILE TENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE  LEASES	•		8. EARLIEST YEAR/LATEST YEAR  1986 TO 1992	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  Leases, Board of Public Works (BPW) Item Numbers				
7. RECORD SERIES FORMAT(S)  1 LETTER SIZE 1 MICROFILM  EGAL SIZE 1 COMPUTER TAPE  BOUND BOOK 1 FLOPPY DISK  AUDIO TAPE 1 VIDEO TAPE	8. RECORD SERIES SEQUENCE  B ALPHABETICAL  D NUMERICAL  CHRONOLOGICAL		9. VOLUME    Pile DRAWER(S)   MICROFILM REEL(S)   COMPUTER TAPE(S)   NUMBER   OTHER(SPECIFY)	
OTHER(SPECIFY)	GEOGRAPHICAL  OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  D FILE DRAWER(S)  1/4 DMICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)  D OTHER(SPECIFY)	
11. FILE IS USED O DAILY P WEEKLY	12. FILE BECOMES  MONTHLY  NUMBER		S INACTIVE AFTER expir.date of lease (Replaced with new lease)	
13. CURRENT LOCATION(S) (BLDG.,FL Motor Vehicle Administration Room 224	oor, room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  (X YES ONO Dept.of General Services		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(8) & REGULAT	71	16. AUDIT REQUIREMENTS  O NONE O STATE OFFEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  YES DI NO		18. RECOMMENDED RETENTION  Retain in office 10 years beyond lease expiration date and then destroy		
19. NAME AND TITLE OF PREPARER  Lucy Doelle  Administrative Aide	<b>787-7894</b>	IUMBER	7/16/92	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	PARATE FORM FOR EACH NEW OR ISED RECORD SERIES, FORWARD TH RECORDS RETENTION SCHEDULE S \$50-1) RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 4 OF 6		
1. DEFARTMENT/AGENCY			3. UNIT		
Motor Vehicle Administration	Facilities Dev	elopment Division	Same as #2		
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR					
A. RECORD SERIES TITLE	CE AS BELL AS RE	TENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR		
BLUE PRINT FILE					
6. RECORD SERIES DESCRIPTION ( BR	IEPLY DESCRIBE TH	E TYPES OF INFORM			
Plans/Blue Prints/Deeds of Department of Transportation/Motor Vehicle Administration Property Ownership of current & past projects					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME		
□ LETTER SIZE □ MICROFILM	□ ALPHABETI	CAL	XP FILE DRAWER(S)		
EGAL SIZE COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S)  10 ☐ COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOG	ICAL	10 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY) 4 up-right 2 (12ea) racks - boxes		
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHI		2 (12ea) racks - 4 up-right		
	•		10. ANNUAL ACCUMULATION		
CKOTHER(SPECIFY) 2'6"x 3'6"	D OTHER(SPE	CIFI)	$ \mathcal{L} $ File drawer(s)  1 D Microfilm Reel(s)		
			NUMBER COMPUTER TAPE(S)		
11. FILE IS USED		12. FILE PECONE	OTHER(SPECIFY)		
P DAILY WEEKLY	□ MONTHLY	12. FILE BECOMES INACTIVE AFTER  N/A D MONTH(S) D YEAR(S)			
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)  Motor Vehicle Administration Room 224		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  (PYES D NO Varies,			
15. ACCESS RESTRICTIONS DYES	Λ	16. AUDIT REQUIREMENTS			
		NONE STATE FEDERAL INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED	RETENTION  il reference value ceases and		
TYES D NO		then destr			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER :	21. DATE		
Lucy Doelle Administrative Aide	787-7894		7/16/92		
DGS 550-4 (REVISED 2/87)	DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE ( 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 5 OF 6			
1. DEFARTMENT/AGENCY  Motor Vehicle Administration	<b></b>	Planning & lopment Division	3. UNIT Same as #2			
DEFINITION-RECORD SERIES-A GROUP	DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR					
4. RECORD SERIES TITLE	CE AS BELL AS RE	TENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR			
QUARTERLY BUDGET UPDATES FOR	MVA OFFICES		<u>1986</u> <b>TO</b> <u>1992</u>			
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. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEC CX LETTER SIZE D MICROFILM D ALPHABETICAL DEGAL SIZE D COMPUTER TAPE D NUMERICAL			9. VOLUME  2 FILE DRAWER(S)  0 MICROFILM REEL(S)  1/2 0 COMPUTER TAPE(S)			
GAL SIZE COMPUTER TAPE  BOUND BOOK FLOPPY DISK	Ø CHRONOLOG	ICAL	1/2 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY)			
O AUDIO TAPE O VIDEO TAPE O OTHER(SPECIFY)	GEOGRAPHICAL GOTHER(SPECIFY)		10. ANNUAL ACCUMULATION  XD FILE DRAWER(S)  D MICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)			
O DAILY KEEKLY	D MONTHLY	7	OTHER(SPECIFY)  S INACTIVE AFTER  MONTH(S)			
13. CURRENT LOCATION(S) (BLDG.,FL Motor Vehicle Administration Room 224	.oor, room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  Q YES D NO MDOT				
15. ACCESS RESTRICTIONS U YES (IF YES, CITE LAW(S) & REGULAT	••	16. AUDIT REQUI	TE FEDERAL INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  YES DX NO			(3) years, transfer to nagement Center for (7) years,			
. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 2		UMBER	<b>21. DATE</b> 7/16/92			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE S \$50-1)	RECORDS MANAGE 7278 WATE P.O.	GENERAL SERVICES EMENT DIVISION ERLOO ROAD BOX 278 RYLAND 20794	AGENCY RECORDS INVENTURY  PAGE 6 OF 6	
1. DEFARTMENT/AGENCY		Planning & relopment Division	3. UNIT Same as #2	
Motor Vehicle Administration	1		<u> </u>	
DEFINITION-RECORD SERIES - A GROUP	CE AS WELL AS RET	TENTION AND DISPO	SITION PURPOSES	
4. RECORD SERIES TITLE	•		8. EARLIEST YEAR/LATEST YEAR	
GENERAL ADMINISTRATIVE FIL	E	· · · · · · · · · · · · · · · · · · ·	1986 <b>TO</b> 1992	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  Correspondence, reports, memoranda, and miscellaneous materials which reflect the routine operations of this office.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
CKLETTER SIZE O MICROFILM	Ø ALPHABETI		□ MICROFILM REEL(S)	
EGAL SIZE COMPUTER TAPE	NUMERICAL		R COMPUTER TAPE(S)	
DEBOUND BOOK DEFLOPPY DISK DEPLOYED TAPE DEVIDED TAPE	CHRONOLOG			
OTHER(SPECIFY)	OTHER(SPECIFY)		OFFILE DRAWER(S)  OMICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)	
11. FILE IS USED	•		S INACTIVE AFTER  WONTH(S) XD YEAR(S)	
13. CURRENT LOCATION(S) (BLDGFL  Motor Vehicle Administration Room 224	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  VES DO Varies		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(8) & REGULAT		16. AUDIT REQUIREMENTS  OXNONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED  Retain for destroy all of business	(3) years, then screen and 1 material not needed for conduc $\mathcal T$	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE	
Lucy Doelle Administrative Aide	787-7894		7/16/92	
DGS 550-4 (REVISED 2/87)				