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

Schedule No. 2171

Page 1

of 3

Agency	Maryland Department of the Environment	Division/Unit: ARMA/ Planning
Item No.	Description	Retention
1.0	SIP Text Documents – Technical and developmental material for State Implementation Plans required under Federal statutes. These documents include but are not limited to: planning documents, SIP revisions, technical support documents, SIP related databases, submittal letters, and emission calculation documents.	(1.0) Permanent. Transfer periodically to Maryland State Archives.
1.1	Economic Incentive/ Voluntary Measures SIP Documents – These documents support programs/ projects such as the Smart Growth and Innovative Measures SIP, Cash for Clippers Programs, etc.	(1.1) Permanent. Transfer periodically to Maryland State Archives.
2.0	Hearing Documents (SIP & Non-SIP) These documents include but are not limited to: regulation development materials that are required by Maryland or Federal laws such as newspaper and MD Register notices, letters notifying the affected counties, affected states in EPA's Region III, the State Clearinghouse, the Children's Environmental Protection Advisory Council, the Department of Business and Economic Development (DBED) and EPA Region III, hearing statements, hearing transcripts, comments and responses and Notices of Final Action. Hearing documents also pertain to hearings on Consent Orders and plans.	(2.0) Retain for twenty (20) years, then destroy
3.0	Grant Workplans and Funding Agreements – These documents pertain to completion of the requirements of specific grant funds, including annual grants of federal funds and funds granted to other agencies by ARMA. Documents may include workplans, progress reports, and work products.	
3.1	Maryland Department of Transportation Grant Workplans and Funding Agreements	(3.1) Retain for five (5) years, then destroy
or Divisio Date Signature Typed	Approved by Department, Agency, in Representative. Date MON 2 6 2001 George S. Aburn Program Manager	Livane C. Paperfort

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

(Continuation Sheet)

Schedule No. 2171

Page 2 of 3

Agency	Maryland Department of the Environment	Division/Unit: ARMA/ Planning
Item No.	Description	Retention
3.2	Maryland Department of Natural Resources Grant Workplans and Funding Agreements	(3.2) Retain for five (5) years, then destroy
3.3	US Environmental Protection Agency Grant Workplans and Funding Agreements	(3.3) Retain for five (5) years, then destroy
3.4	Metropolitan Washington Council of Governments Grant Workplans and Funding Agreements	(3.4) Retain for five (5) years, then destroy
4.0	Transportation/ Planning/ Regional Meeting Documents - Series contains: meeting agendas and supporting materials, minutes, studies commissioned by various organizations, Unified Planning Work Programs, Transportation Improvement Plans, conformity documents, related correspondence from various regional planning bodies, and related materials.	(4.0) Retain for three (3) years, then destroy
4.1-4.9	(4.1) Baltimore Regional Transportation Board	(4.1) Retain for three (3) years, then destroy
	(4.2) Wilmington Area Planning Council (4.3) National Capital Transportation Planning Board (4.4) Mid Atlantic Regional Air Management Association (4.5) State and Territorial Air Pollution Program Administrators (4.6) Chesapeake Bay Commission (4.7) Ozone Transport Commission (4.8) Mid-Atlantic, North-East Visibility Union (4.9) Other Regional Planning Bodies	(4.2) same as 4.1 (4.3) same as 4.1 (4.4) same as 4.1 (4.5) same as 4.1 (4.6) same as 4.1 (4.7) same as 4.1 (4.8) same as 4.1 (4.9) same as 4.1
5.0	Ozone Action Day Materials – These documents include forecast logs, forecast fax materials, ozone action day participant lists, database, etc.	(5.0) Retain for five (5) years, then destroy.
6.0	Emission Inventories – Files include base-year and periodic inventories for ozone precursors, greenhouse gases, and a toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, survey data.	(6.0) Permanent. Transfer periodically to Maryland State Archives.

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. 2171

Page 3 of 3

Agency	Maryland Department of the Environment	Division/Unit: ARMA/ Planning
Item No.	Description	Retention
7.0	Modeling Documents – These files include modeling results/ inputs/ model instruction files and documents.	(7.0) Permanent. Transfer periodically to Maryland State Archives.
8.0	Banking and Trading Documents These files include information on shutdown and overcontrol of equipment to assist in evaluating emission reduction credits (ERCs) available for trading to new sources.	(8.0) Retain for twenty (20) years, then destroy.
9.0	Administrative Records – includes documents pertaining to but not limited to the following: program procurement and expense reports, personnel files, Managing for Results files, strategic planning documents, policy and directives, managerial level correspondence.	(9.0) Retain for five (5) years, then destroy.

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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)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
NESSING NETERMONOCILESCE (BGG 330-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as v	well as retention and disposition purposes.
4. RECORDS SERIES TITLE State Implementation	n Plan Text Documents	5. EARLIEST YEAR / LATEST YEAR 1977 TO 2001
6. RECORD SERIES DESCRIPTION (Briefly describe the type SIP Text Documents – Technical and developments		Include the purpose or function of the Series).
Federal statutes. These documents include support documents, SIP related databases.	e but are not limited to: planning de	ocuments, SIP revisions, technical
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size X Microfilm	Alphabetical	10 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	Numerical X	Other (Specify) Number
Bound Book Floppy Disk	Chronological X	10 ANNIVAL ACCUMULATION
Audio Tape Video Tape	Geographical X	1/3 File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER (Fi	le Does NOT become Inactive)
Daily X Weekly Monthly	Month(s) Number	Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes No X	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes No X	None State	Federal X Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Perman	ent. Periodically transfer to MS
Yes X - Filed via date and SIP Number (Indexed) No		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Brian J. Hug/ Diane Franks	410-631-4125	10/2/01

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	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
ALCOADS RETENTION SCHEDOLE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page Z Of 11	
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING	
DEFINITION – Records series – A group of related recor	ds normally filed and used as a unit for reference as v	vell as retention and disposition purposes.	
4. RECORDS SERIES TITLE SIP Hearing Docume	nts	5. EARLIEST YEAR / LATEST YEAR 1977 TO 2001	
6. RECORD SERIES DESCRIPTION (Briefly describe the types SIP Hearing Documents—These documents that are required by Maryland or Federal the affected counties, affected states in EPA Environmental Protection Advisory Councand EPA Region III, hearing statements, he Action. Hearing documents also pertain to	s include but are not limited to: reg laws such as newspaper and MD R A's Region III, the state Clearingho sil, the Department of Business and earing transcripts, comments and	gulation development materials egister notices, letters notifying buse, the Children's Economic Development (DBED) responses and Notices of Final	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size X Microfilm	Alphabetical	5 File Drawer(s) Microfilm Reel(s)	
Legal Size Computer Tape	Numerical X	Computer Tape(s) Other (Specify) Number	
Bound Book Floppy Disk	Chronological X	10. ANNUAL ACCUMULATION	
Audio Tape Video Tape	Geographical X	1/2 File Drawer(s)	
Other (Specify)	Other (Specify)	Microfilm Reel(s) Computer Tape(s) Other (Specify) Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily X Weekly Monthly	20Month(s) Year(s) X	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes No X		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes No X	None State	Federal X Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Re	etain for 20 years and destroy.	
Yes X - Filed via date and SIP Number (Indexed)			

20. TELEPHONE NUMBER

Frank 410-631-4125

21. DATE

8/29/01

19. NAME AND TITLE OF PREPARER

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 Page 3 Of 11	
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING	
DEFINITION – Records series – A group of related recor	ds normally filed and used as a unit for reference as v	well as retention and disposition purposes.	
4. RECORDS SERIES TITLE Economic Incentive/ Documents	Voluntary Measures SIP	5. EARLIEST YEAR 1996 TO 2001	
6. RECORD SERIES DESCRIPTION (Briefly describe the types	of information/documents/forms found in the Series.	include the purpose or function of the Series).	
These documents support programs/ projects such as the Smart Growth and Innovative Measures SIP, Cash for Clippers Programs, etc.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size X Microfilm	Alphabetical	1/4 File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
Legal Size Computer Tape	Numerical X	Other (Specify) Number	
Bound Book Floppy Disk	Chronological X	10. ANNUAL ACCUMULATION	
Audio Tape Video Tape	Geographical	1/10 File Drawer(s) Microfilm Reel(s)	
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER File (does not become inactive	
Daily Weekly Monthly X	Month(s)	Year(s) X	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	Yes 14 AUDIT DECUMPEMENTS	No X	
Yes No X	16. AUDIT REQUIREMENTS None State X	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	RECOMMENDED RETENTION	redetal	
describe any software/hardware) Yes X - Filed via Date/ SIP # No	Periodically Transfer to MS Stat	e Archives	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Brian J. Hug/ Diane Franks	410-631-4125	10/2/01	

: 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	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 – JESSUP, MARYLAND 20794	((
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING	
DEFINITION – Records series – A group of related records	ds normally filed and used as a unit for reference as v	well as retention and disposition purposes.	
4. RECORDS SERIES TITLE Grant Workplans an	d Funding Agreements	5. EARLIEST YEAR / LATEST YEAR 1993 TO 2001	
6. RECORD SERIES DESCRIPTION (Briefly describe the type.	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).	
These documents detail the annual require progress reports that detail the annual wor		se workplans may also include	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size X Microfilm	Alphabetical	1/4 File Drawer(s) Microfilm Reel(s)	
Legal Size Computer Tape	Numerical X	Computer Tape(s) Other (Specify) Number	
Bound Book Floppy Disk	Chronological X		
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION 1/10 File Drawer(s) Microfilm Reel(s)	
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	<u> </u>	
Daily Weekly Monthly X	5 Month(s)	Year(s) X	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEV	WHERE? (If yes, specify agency or office)	
2500 Broening Hwy, ARMA Planning	Yes No X		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes No X	None State X	Federal Independent	
 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X - Filed via Date No 	Retain for five years, then destroy		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Brian J. Hug/ Diane Franks	410-631-4125	10/2/01	

! 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	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 5 Of 1
DEPARTMENT/AGENCY MDE DEFINITION – Records series – A group of related records.	2. DIVISION ARMA	3. UNIT PLANNING
DEFINITION - Records series - A group of related record	as normally filed and used as a unit for reference as v	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Transportation/ Plan Documents	ning/ Regional Meeting	5. EARLIEST YEAR/LATEST YEAR 1997 TO 2001
6. RECORD SERIES DESCRIPTION (Briefly describe the type Transportation/ Planning/ Regional Meeting I materials, minutes, studies commissioned I Transportation Improvement Plans, Plans regional planning bodies, and related materials.	Documents - Series contains: meeting various organizations, Unified P., conformity documents, related con	ng agendas and supporting lanning Work Programs,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size X Microfilm	Alphabetical	2 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	Numerical X	Other (Specify) Number
Bound Book Floppy Disk	Chronological X	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	1/2 File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly Monthly X	3 Month(s)	Year(s) X
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEV Yes MPO's, planning bodies	WHERE? (If yes, specify agency or office) No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes No X	None State X	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Retain for	or three (3) years, then destroy
Yes X - Filed via Date		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Brian J. Hug/ Diane Franks	/410-631-4125	10/2/01

AGENCY RECORDS INVENTORY INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR **DEPARTMENT OF GENERAL** EACH NEW OR REVISED RECORD SERIES. FORWARD WITH **SERVICES** RECORDS RETENTION SCHEDULE (DGS 550-1) RECORDS MANAGEMENT DIVISION Page 6 Of 11 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 **ARMA** 1. DEPARTMENT/AGENCY **MDE** 3. UNIT PLANNING 2. DIVISION DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. EARLIEST YEAR / LATEST YEAR 4. RECORDS SERIES TITLE Ozone Action Day Material 1997 TO 2001 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series). These documents include forecast logs, forecast fax materials, ozone action day participant lists, etc. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size X Microfilm Alphabetical 1/4 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical X Other (Specify) Number Bound Book Floppy Disk Chronological 10. ANNUAL ACCUMULATION Video Tape Audio Tape Geographical 1/10 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Other (Specify) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Daily Weekly Monthly X Month(s) Year(s) X Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 2500 Broening Hwy, ARMA Planning Yes No X 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS No X None State X Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION describe any software/hardware) Retain for five years, then destroy Yes X - Filed via Date

20. TELEPHONE NUMBER

10-631-4125

21. DATE

10/2/01

19. NAME AND TITLE OF PREPARER

JaHug/ Diane\Franks

AGENCY RECORDS INVENTORY **INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR DEPARTMENT OF GENERAL EACH NEW OR REVISED RECORD SERIES. FORWARD WITH **SERVICES** RECORDS RETENTION SCHEDULE (DGS 550-1) RECORDS MANAGEMENT DIVISION Page 7 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 **MDE ARMA** 3. UNIT PLANNING 1. DEPARTMENT/AGENCY 2. DIVISION DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. EARLIEST YEAR / LATEST YEAR 4. RECORDS SERIES TITLE Emission Inventories 1990 TO 2001 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Emission Inventories – Files include base-year and periodic inventories for ozone precursors, greenhouse gases, and a toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, survey data. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size X Microfilm Alphabetical 1/4 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical X Other (Specify) Number **Bound Book** Floppy Disk Chronological 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical 1/10 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Other (Specify) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Does not become inactive Daily Weekly Monthly X Month(s) Year(s) X Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 2500 Broening Hwy, ARMA Planning 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs No X State X Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION describe any software/hardware) Permanent. Periodically transfer to MD State Archives Yes X - Filed via Date 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE 10-631-4125

10/2/01

Brian J. Hug/ Diane Franks

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 Page 8-Of 11
DEPARTMENT/AGENCY MDE DEFINITION - Records series - A group of related records.	2. DIVISION ARMA . ds normally filed and used as a unit for reference as well	3. UNIT PLANNING well as retention and disposition purposes.
4. RECORDS SERIES TITLE Modeling Documents		5. EARLIEST YEAR / LATEST YEAR 1990 TO 2001
6. RECORD SERIES DESCRIPTION (Briefly describe the types These files include modeling results/ inputs		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size X Microfilm	Alphabetical	1/4 File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	Numerical X	Computer Tape(s) Other (Specify) Number
Bound Book Floppy Disk	Chronological X	
Audio Tape Video Tape Other (Specify)	Geographical Other (Specify)	10. ANNUAL ACCUMULATION 1/10 File Drawer(s)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER Do no	ot become inactive
Daily Weekly Monthly X	Month(s) Number	Year(s) X
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	Yes 16. AUDIT REQUIREMENTS	No X
Yes No X	None State X	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X - Filed via Date No	RECOMMENDED RETENTION Permanent. Periodically transfer	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

10/2/01

Brian J. Hug/ Diane Franks 410-631-4125

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	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page Q Of 1
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING
DEFINITION – Records series – A group of related recor	ds normally filed and used as a unit for reference as v	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Banking and Trading	g Documents	5. EARLIEST YEAR / LATEST YEAR 1995 TO 2001
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series. I	Include the purpose or function of the Series).
Banking and Trading Documents These fassist in evaluating emission reduction credits		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size X Microfilm	Alphabetical	2 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	Numerical X	Other (Specify) Number
Bound Book Floppy Disk	Chronological X	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	1/2 File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly Monthly X	3 Month(s) Year(s) X Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes MPO's, planning bodies No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes No X	None State X	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Retain for	or 20 years, then destroy.
Yes X - Filed via Date		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Brian L Hug/ Diane Franks	/410-631-4125	10/2/01
()		

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		Page 10 Of 11
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING
DEFINITION – Records series – A group of related recor	ds normally filed and used as a unit for reference as v	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Federal Register (FR) Notices Related to Maryland	5. EARLIEST YEAR / LATEST YEAR 1990 TO 2001
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series. I	
Federal Register (FR) Notices Related to M revisions (i.e. EPA approvals, conditional ap on SIP submittals.	•	•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size X Microfilm	Alphabetical	1/10 File Drawer(s)
Legal Size Computer Tape	Numerical X	Microfilm Reel(s) Computer Tape(s) Other (Specify) Number
Bound Book Floppy Disk	Chronological X	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION 1/20 File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly Monthly X	20 Month(s	s) Year(s) X
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
2500 Broening Hwy, ARMA Planning	Yes MPO's, planning bodies	No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes No X	None State X	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Retain for	or 20 years, then destroy.
Yes X - Filed via Date		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Brian J. Hug/ Diane Franks	410-631-4125	10/2/01

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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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
NEGOROG NETENTION GOTTED SEE (DOG 355-1)		Page {{ Of }{
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Administrative Reco	rds	5. EARLIEST YEAR / LATEST YEAR 1995 TO 2001
6. RECORD SERIES DESCRIPTION (Briefly describe the type:	s of information/documents/forms found in the Series.	
Administrative Records – includes but is no personnel files, Managing for Results files, st correspondence.		• •
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size X Microfilm	Alphabetical	File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	Numerical X	Computer Tape(s) Other (Specify) Number
Bound Book Floppy Disk	Chronological X	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION 1/2 File Drawer(s)
Other (Specify)	Other (Specify)	Microfilm Reel(s) Computer Tape(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	I
Daily Weekly Monthly X	5 Month(s	Year(s) X
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
2500 Broening Hwy, ARMA Planning	Yes No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes No X	None State X	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Retain f	or 5 years, then destroy.
Yes X - Filed via Date		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Brian Johng/ Diane Franks	1410-631-4125	10/2/01