

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

Schedule No. 2171-A1

Page 1 of 3

Agency **Maryland Department of the Environment**

Division/Unit: **ARMA/ Planning**

Item No.	Description	Retention
1.0	<p><u><i>This schedule amends Schedule 2171 dated 11/26/01 by adding Item 10.0.</i></u></p> <p><b>SIP Text Documents</b> – 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.</p>	(1.0) Permanent. Transfer periodically to Maryland State Archives.
1.1	<p><b>Economic Incentive/ Voluntary Measures SIP Documents</b> – These documents support programs/ projects such as the Smart Growth and Innovative Measures SIP, Cash for Clippers Programs, etc.</p>	(1.1) Permanent. Transfer periodically to Maryland State Archives.
2.0	<p><b>Hearing Documents (SIP &amp; Non-SIP)</b> --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.</p>	(2.0) Retain for twenty (20) years, then destroy
3.0	<p><b>Grant Workplans and Funding Agreements</b> – 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.</p>	(3.0) Retain for five (5) years, then destroy
3.1	<p><u>Maryland Department of Transportation Grant Workplans and Funding Agreements</u></p>	(3.1) Retain for five (5) years, then destroy

Scheduled Approved by Department, Agency, or Division Representative.

Date 06-12-02  
 Signature *George S. Aburn*  
 Typed Name George S. Aburn  
 Title Program Manager

Schedule Authorized by State Archivist

Date JUL 26 2002  
 Signature *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No. 2171-A1

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Agency **Maryland Department of the Environment**

Division/Unit: **ARMA/ Planning**

Item No.	Description	Retention
3.2	<u>Maryland Department of Natural Resources Grant Workplans and Funding Agreements</u>	(3.2) Retain for five (5) years, then destroy
3.3	<u>US Environmental Protection Agency Grant Workplans and Funding Agreements</u>	(3.3) Retain for five (5) years, then destroy
3.4	<u>Metropolitan Washington Council of Governments Grant Workplans and Funding Agreements</u>	(3.4) Retain for five (5) years, then destroy
4.0	<b>Transportation/ Planning/ Regional Meeting Documents</b> - 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	<u>(4.1) Baltimore Regional Transportation Board</u>  <u>(4.2) Wilmington Area Planning Council</u> <u>(4.3) National Capital Transportation Planning Board</u> <u>(4.4) Mid Atlantic Regional Air Management Association</u> <u>(4.5) State and Territorial Air Pollution Program Administrators</u> <u>(4.6) Chesapeake Bay Commission</u> <u>(4.7) Ozone Transport Commission</u> <u>(4.8) Mid-Atlantic, North-East Visibility Union</u> <u>(4.9) Other Regional Planning Bodies</u>	(4.1) Retain for three (3) years, then destroy (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	<b>Ozone Action Day Materials</b> – 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	<b>Emission Inventories</b> – 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.

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 2171-A1

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Agency **Maryland Department of the Environment**

Division/Unit: **ARMA/ Planning**

Item No.	Description	Retention
7.0	<b>Modeling Documents</b> – These files include modeling results/ inputs/ model instruction files and documents.	(7.0) Permanent. Transfer periodically to Maryland State Archives.
8.0	<b>Banking and Trading Documents</b> --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	<b>Administrative Records</b> – 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.
10.0	<b>NOx Budget Program Record for Litigation</b> - This record series includes but is not limited to the following technical and developmental material assembled to support the agency's position in the NOx Budget Program litigation: SIP revisions and modeling, technical support, Ozone Transport Commission and Ozone Transport Assessment Group (OTAG) documents.	(10.0) Retain for fifteen (15) years, then destroy

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 | Of | |

1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **State Implementation Plan Text Documents**

5. EARLIEST YEAR / LATEST YEAR

**1977 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).

**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.**

7. RECORD SERIES FORMAT(S)

Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical   
Numerical   
Chronological   
Geographical   
Other (Specify)

9. VOLUME

10 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

10. ANNUAL ACCUMULATION

1/3 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED

Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER (File Does NOT become Inactive)

                     Month(s) Year(s)  
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  No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes  No

16. AUDIT REQUIREMENTS

None  State  Federal  Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes  - Filed via date and SIP Number  
(Indexed)  
No

RECOMMENDED RETENTION **Permanent. Periodically transfer to MS State Archives.**

19. NAME AND TITLE OF PREPARER

**Brian J. Hug/ Diane Franks**  
*Brian J. Hug* *Diane Franks*

20. TELEPHONE NUMBER

**410-631-4125**

21. DATE

**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  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **Economic Incentive/ Voluntary Measures SIP Documents**

5. EARLIEST YEAR / LATEST 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)

Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical  
Numerical   
Chronological   
Geographical  
Other (Specify)

9. VOLUME

1/4 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

10. ANNUAL ACCUMULATION

1/10 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED

Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER File does not become inactive

                     Month(s) Year(s)   
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  No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes  No

16. AUDIT REQUIREMENTS

None  State  Federal  Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes  - Filed via Date/ SIP #  
No

RECOMMENDED RETENTION

**Periodically Transfer to MS State Archives**

19. NAME AND TITLE OF PREPARER

**Brian J. Hug/ Diane Franks**  
*Brian J. Hug* *Diane Franks*

20. TELEPHONE NUMBER

**410-631-4125**

21. DATE

**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  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **SIP Hearing Documents**

5. EARLIEST YEAR / LATEST YEAR

**1977 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).  
**SIP Hearing Documents - 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, inventories and plans.**

7. RECORD SERIES FORMAT(S)

Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical  
Numerical   
Chronological   
Geographical   
Other (Specify)

9. VOLUME

5 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

10. ANNUAL ACCUMULATION

1/2 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED

Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER

20 Month(s) Year(s)   
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  No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes  No

16. AUDIT REQUIREMENTS

None  State  Federal  Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

**Yes  - Filed via date and SIP Number (Indexed)**  
No

RECOMMENDED RETENTION **Retain for 20 years and destroy.**

19. NAME AND TITLE OF PREPARER

**Brian J. Hug/ Diane Franks**  
*Brian J. Hug* *Diane Franks*

20. TELEPHONE NUMBER

**410-631-4125**

21. DATE

**8/29/01**

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  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**      2. DIVISION **ARMA**      3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **Grant Workplans and Funding Agreements**      5. EARLIEST YEAR / LATEST YEAR  
**1993 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 detail the annual requirements of specific grant funds. These workplans may also include progress reports that detail the annual work tasks completed under a grant.**

<p>7. RECORD SERIES FORMAT(S)</p> <p>Letter Size <input checked="" type="checkbox"/> Microfilm</p> <p>Legal Size <input type="checkbox"/> Computer Tape</p> <p>Bound Book <input type="checkbox"/> Floppy Disk</p> <p>Audio Tape <input type="checkbox"/> Video Tape</p> <p>Other (Specify) <input type="checkbox"/></p>	<p>8. RECORD SERIES SEQUENCE</p> <p>Alphabetical <input type="checkbox"/></p> <p>Numerical <input checked="" type="checkbox"/></p> <p>Chronological <input checked="" type="checkbox"/></p> <p>Geographical <input type="checkbox"/></p> <p>Other (Specify) <input type="checkbox"/></p>	<p>9. VOLUME</p> <p>1/4 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)</p> <p>Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p>1/10 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)</p> <p>Number</p> <hr/>
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<p>11. FILE IS USED</p> <p>Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/></p>	<p>12. FILE BECOMES INACTIVE AFTER</p> <p><u>5</u> Month(s) Year(s) <input checked="" type="checkbox"/></p> <p>Number</p>
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<p>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</p> <p><b>2500 Broening Hwy, ARMA Planning</b></p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
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<p>15. ACCESS RESTRICTIONS If yes, cite law(s) &amp; regs</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>16. AUDIT REQUIREMENTS</p> <p>None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/></p>
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<p>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)</p> <p>Yes <input checked="" type="checkbox"/> - Filed via Date No <input type="checkbox"/></p>	<p>RECOMMENDED RETENTION</p> <p><b>Retain for five years, then destroy</b></p>
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<p>19. NAME AND TITLE OF PREPARER</p> <p><b>Brian J. Hug/ Diane Franks</b></p> <p><i>Brian J. Hug</i> <i>Diane Franks</i></p>	<p>20. TELEPHONE NUMBER</p> <p><b>410-631-4125</b></p>	<p>21. DATE</p> <p><b>10/2/01</b></p>
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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

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **Transportation/ Planning/ Regional Meeting Documents**

5. EARLIEST YEAR / LATEST YEAR  
**1997 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).  
**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, Plans, conformity documents, related correspondence from various regional planning bodies, and related materials.**

7. RECORD SERIES FORMAT(S)

Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical   
Numerical   
Chronological   
Geographical   
Other (Specify)

9. VOLUME

2 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

10. ANNUAL ACCUMULATION

1/2 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED

Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)   
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

Yes  No

16. AUDIT REQUIREMENTS

None  State  Federal  Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes  - Filed via Date  
No

RECOMMENDED RETENTION **Retain for three (3) years, then destroy**

19. NAME AND TITLE OF PREPARER

**Brian J. Hug/ Diane Franks**  
*Brian J. Hug* *Diane Franks*

20. TELEPHONE NUMBER

**410-631-4125**

21. DATE

**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  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY  
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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **Ozone Action Day Material**

5. EARLIEST YEAR / LATEST YEAR  
**1997 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 include forecast logs, forecast fax materials, ozone action day participant lists, etc.**

7. RECORD SERIES FORMAT(S)  
Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE  
Alphabetical   
Numerical   
Chronological   
Geographical   
Other (Specify)

9. VOLUME  
1/4 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number  
  
10. ANNUAL ACCUMULATION  
1/10 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED  
Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER  
5 Month(s) Year(s)   
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  No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs  
Yes  No

16. AUDIT REQUIREMENTS  
None  State  Federal  Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)  
**Yes  - Filed via Date**  
No

RECOMMENDED RETENTION  
**Retain for five years, then destroy**

19. NAME AND TITLE OF PREPARER  
**Brian J. Hug/ Diane Franks**  
*Brian J. Hug* *Diane L. Franks*

20. TELEPHONE NUMBER  
**410-631-4125**

21. DATE  
**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  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **Emission Inventories**

5. EARLIEST YEAR / LATEST YEAR

**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)

Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical  
Numerical   
Chronological   
Geographical  
Other (Specify)

9. VOLUME

1/4 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

10. ANNUAL ACCUMULATION

1/10 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED

Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER Does not become inactive

Number Month(s) 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

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes  No

16. AUDIT REQUIREMENTS

None  State  Federal  Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes  - Filed via Date  
No

RECOMMENDED RETENTION

**Permanent. Periodically transfer to MD State Archives**

19. NAME AND TITLE OF PREPARER

**Brian J. Hug/ Diane Franks**

20. TELEPHONE NUMBER

**410-631-4125**

21. DATE

**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  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as 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 of information/documents/forms found in the Series. Include the purpose or function of the Series).

**These files include modeling results/ inputs/ model instruction files and documents.**

7. RECORD SERIES FORMAT(S)

Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical   
Numerical   
Chronological   
Geographical   
Other (Specify)

9. VOLUME

1/4 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

10. ANNUAL ACCUMULATION

1/10 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED

Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER Do not become inactive

                     Month(s) Year(s)   
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  No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes  No

16. AUDIT REQUIREMENTS

None  State  Federal  Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes  - Filed via Date  
No

RECOMMENDED RETENTION

**Permanent. Periodically transfer to MD State Archives**

19. NAME AND TITLE OF PREPARER

**Brian J. Hug/ Diane Franks**

20. TELEPHONE NUMBER

**410-631-4125**

21. DATE

**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 P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		Page 9 Of 11

1. DEPARTMENT/AGENCY <b>MDE</b>	2. DIVISION <b>ARMA</b>	3. UNIT <b>PLANNING</b>
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DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE <b>Banking and Trading Documents</b>	5. EARLIEST YEAR / LATEST YEAR <b>1995 TO 2001</b>
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  
**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.**



7. RECORD SERIES FORMAT(S)  Letter Size <input checked="" type="checkbox"/> X <input type="checkbox"/> Microfilm  Legal Size <input type="checkbox"/> Computer Tape  Bound Book <input type="checkbox"/> Floppy Disk  Audio Tape <input type="checkbox"/> Video Tape  Other (Specify)	8. RECORD SERIES SEQUENCE  Alphabetical  Numerical <input checked="" type="checkbox"/> X  Chronological <input checked="" type="checkbox"/> X  Geographical  Other (Specify)	9. VOLUME  2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number
		10. ANNUAL ACCUMULATION  1/2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number

11. FILE IS USED  Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> X	12. FILE BECOMES INACTIVE AFTER  <u>3</u> Month(s) Year(s) <input checked="" type="checkbox"/> X Number
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) <b>2500 Broening Hwy, ARMA Planning</b>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  Yes MPO's, planning bodies No
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15. ACCESS RESTRICTIONS If yes, cite law(s) & regs  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X	16. AUDIT REQUIREMENTS  None <input type="checkbox"/> State <input checked="" type="checkbox"/> X Federal <input type="checkbox"/> Independent <input type="checkbox"/>
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)  Yes <input checked="" type="checkbox"/> X - Filed via Date No <input type="checkbox"/>	RECOMMENDED RETENTION <b>Retain for 20 years, then destroy.</b>
--	---

19. NAME AND TITLE OF PREPARER  <b>Brian J. Hug/ Diane Franks</b>  	20. TELEPHONE NUMBER  <b>410-631-4125</b>	21. DATE  <b>10/2/01</b>
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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  
Page **10** Of **11**

1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **Administrative Records**

5. EARLIEST YEAR / LATEST YEAR  
**1995 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).  
**Administrative Records** - includes but is 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.

7. RECORD SERIES FORMAT(S)  
Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE  
Alphabetical   
Numerical   
Chronological   
Geographical   
Other (Specify)

9. VOLUME  
**2** File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

10. ANNUAL ACCUMULATION  
**1/2** File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED  
Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER  
5 Month(s) Year(s)   
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  No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs  
Yes  No

16. AUDIT REQUIREMENTS  
None  State  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 **Retain for 5 years, then destroy.**

19. NAME AND TITLE OF PREPARER  
**Brian J. Hug/ Diane Franks**  
*Brian J. Hug* *Diane Franks*

20. TELEPHONE NUMBER  
**410-631-4125**

21. DATE  
**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  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 11 Of 11

1. DEPARTMENT/AGENCY **MDE**

2. DIVISION **ARMA**

3. UNIT **PLANNING**

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

4. RECORDS SERIES TITLE **NOx Budget Program Record for Litigation**

5. EARLIEST YEAR / LATEST YEAR

**1978 TO 1998**

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

**NOx Budget Program Record for Litigation - This record series includes but is not limited to the following technical and developmental material assembled to support the agency's position in the NOx Budget Program litigation: SIP revisions and modeling, technical support, Ozone Transport Commission and Ozone Transport Assessment Group (OTAG) documents.**

7. RECORD SERIES FORMAT(S)

Letter Size  Microfilm  
Legal Size  Computer Tape  
Bound Book  Floppy Disk  
Audio Tape  Video Tape  
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical  
Numerical  
Chronological  
Geographical  
Other (Specify) By Topic

9. VOLUME

5 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

10. ANNUAL ACCUMULATION

0 File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
Number

11. FILE IS USED (as needed)

Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER

15 Month(s) 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

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes  No

16. AUDIT REQUIREMENTS

None  State  Federal  Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

**No. All boxes should be retrieved at once.**

RECOMMENDED RETENTION **Retain for fifteen (15) years, then destroy**

19. NAME AND TITLE OF PREPARER

*Deborah Rabin / Diane Franks*  
Deborah Rabin / Diane Franks

20. TELEPHONE NUMBER

410-631-4414

21. DATE

06/11/02