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

Schedule No. 2171-Al
Page 1 of 3

Agency	Maryland Department of the Env	ironment	Division/Unit: ARMA/ Planning	
Item No.	Description		Retention	
1.0	This schedule amends Schedule 212 by adding Item 10.0. SIP Text Documents – Technical an material for State Implementation Pla Federal statutes. These documents in limited to: planning documents, SIP is support documents, SIP related databand emission calculation documents.	d developmental ans required under aclude but are not revisions, technical	(1.0) Permanent. Transfer periodically to Maryland State Archives.	
1.1	Documents – These documents supp	enomic Incentive/ Voluntary Measures SIP euments – These documents support programs/ projects a as the Smart Growth and Innovative Measures SIP, h for Clippers Programs, etc.		
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.		(3.0) Retain for five (5) years, then destroy	
3.1	Maryland Department of Transportate and Funding Agreements	aryland Department of Transportation Grant Workplans d Funding Agreements		
Scheduled Approved by Department, Agency, or Division Representative. Date Signature Typed Name George S. Aburn Title Program Manager Schedule Authorized by State Archivist Date JUL 2 6 2002 Signature Signature Signature				

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

(Continuation Sheet)

Schedule No. 2171-A1

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.

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

(Continuation Sheet)

Schedule No. 2171-A1

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.
10.0	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.	(10.0) Retain for fifteen (15) years, then destroy

DGS 550-1A (Rev. 1/93) A:\TEMP\REC_RET1.FRM

<i>,</i>			
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	
	1.0. BOX 275 - JESSOI, MARTLAND 20194	-	
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING	
DEFINITION – Records series – A group of related record	ds normally filed and used as a unit for reference as v	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 develor Federal statutes. These documents include support documents, SIP related databases,	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)	
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	1/3 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 ELSE		
S •.			
	Yes	No X	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	Yes 16. AUDIT REQUIREMENTS	No X	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No X		No X Federal X Independent	
	16. AUDIT REQUIREMENTS None State RECOMMENDED RETENTION Perman		
Yes No X 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	16. AUDIT REQUIREMENTS None State	Federal X Independent	
Yes No X 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X - Filed via date and SIP Number (Indexed)	16. AUDIT REQUIREMENTS None State RECOMMENDED RETENTION Perman	Federal X Independent	

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

RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD Page Z Of (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 Economic Incentive/ Voluntary Measures SIP **Documents** 1996 2001 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). 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 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical 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 File 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 Yes 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION describe any software/hardware) Periodically Transfer to MS State Archives Yes X - Filed via Date/ SIP # 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Brian J. Hug/ Diané 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 P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Z Of	
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT PLANNING	
DEFINITION – Records series – A group of related record	rds normally filed and used as a unit for reference as v	well as retention and disposition purposes.	
4. RECORDS SERIES TITLE SIP Hearing Docume	ents	5. EARLIEST YEAR / LATEST YEAR 1977 TO 2001	
6. RECORD SERIES DESCRIPTION (Briefly describe the type SIP Hearing Documents – These document that are required by Maryland or Federal the affected counties, affected states in EP Environmental Protection Advisory Councand EPA Region III, hearing statements, haction. 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 cil, the Department of Business and learing 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 Legal Size Computer Tape	Alphabetical Numerical X	5 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)	
Bound Book Floppy Disk	Chronological X	Number	
Audio Tape Video Tape	Geographical X	10. ANNUAL ACCUMULATION 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 X Weekly Monthly	20 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 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 R	etain for 20 years and destroy.	
Yes X - Filed via date and SIP Number			

20. TELEPHONE NUMBER

410-631-4125

21. DATE

8/29/01

(Indexed)

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	AGENCY RECORDS INVENTORY	
ALGORIDO NO EL MICHOLO GIALDOLL (COS SUC-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 4 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 Grant Workplans an	d Funding Agreements	5. EARLIEST YEAR / LATEST YEAR 1993 TO 2001	
6. RECORD SERIES DESCRIPTION (Briefly describe the type These documents detail the annual require		Include the purpose or function of the Series).	
progress reports that detail the annual wo	• •		
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		
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		
Daily Weekly Monthly X	5 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 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)	RECOMMENDED RETENTION		
Yes X - Filed via Date	Retain for five years, then destro	.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	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

AGENCY RECORDS INVENTORY

Page 5 Of 11 P.O. BOX 275 - JESSUP, MARYLAND 20794 **MDE ARMA** 1. DEPARTMENT/AGENCY 2. DIVISION 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. 5. EARLIEST YEAR / LATEST YEAR 4. RECORDS SERIES TITLE Transportation/ Planning/ Regional Meeting **Documents** 2001 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). 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. 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) 9. VOLUME Letter Size X Microfilm Alphabetical File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Other (Specify) Numerical X Number Bound Book Floppy Disk Chronological 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical 1/2 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 Monthly X Month(s) Year(s) X Daily Weekly 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 MPO's, planning bodies 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS None Federal 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION Retain for three (3) years, then destroy describe any software/hardware) Yes X - Filed via Date 21. DATE 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER Brian J. Hug/ Diane Franks n410-631-4125 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 Page 6 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	vell as retention and disposition purposes.
4. RECORDS SERIES TITLE Ozone Action Day M	aterial	5. EARLIEST YEAR / LATEST YEAR 1997 TO 2001
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series.	include the purpose or function of the Series).
These documents include forecast logs, for	ecast fax materials, ozone action da	y 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)
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	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	
Daily Weekly Monthly X	5 Month(s	Year(s) X
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSE	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)	RECOMMENDED RETENTION	
Yes X - Filed via Date	Retain for five years, then destro	y

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

19. NAME AND TITLE OF PREPARER

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 7275 WATERLOO ROAD Page 7 Of 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 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 Does not become inactive Monthly X Daily Weekly Month(s) Year(s) X Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs No X State X Federal Independent

RECOMMENDED RETENTION-

20. TELEPHONE NUMBER

410-631-4125

Permanent. Periodically transfer to MD State Archives

21. DATE

10/2/01

describe any software/hardware)

No

Yes X - Filed via Date

19. NAME AND TITLE OF PREPARER

Brian J. Hug/ Diane Frank

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

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 Do n	ot become inactive	
Daily Weekly Monthly X	Month(s) Number	Year(s) X	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSE	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)	RECOMMENDED RETENTION		
	Permanent. Periodically transfe	r to MD State Archives	
Yes X - Filed via Date			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Brian J. Hug/ Diame 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 Q Of 11 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 Banking and Trading Documents 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). 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) 8. RECORD SERIES SEQUENCE Letter Size X 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 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical 1/2 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	3Number	Month(s)	Year(s)	х	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning	14. IS RECORD SERIES DUPLICAT Yes MPO's, planning bodies	TED ELSEWHE	CRE? (If yes, sp	pecify agency or office)	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS				
Yes No X	None State	Х	Federal	Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION F	Retain for 2	20 years, tl	hen 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	1	0/2/01		

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page O Of	
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 t	vell as retention and disposition purposes.	
4. RECORDS SERIES TITLE Administrative Record	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	2 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	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	5 Month(s) Year(s) X	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2500 Broening Hwy, ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSE		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	Yes 16. AUDIT REQUIREMENTS	No	
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			

20. TELEPHONE NUMBER

410-631-4125

21. DATE

10/2/01

19. NAME AND TITLE OF PREPARER

<u>, , , , , , , , , , , , , , , , , , , </u>	,		
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 11 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	well as retention and disposition purposes.	
4. RECORDS SERIES TITLE NOx Budget Program	m Record for Litigation	5. EARLIEST YEAR / LATEST YEAR 1978 TO 1998	
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series		
o. ALCORD SERIES DESCRIPTION (Briefly describe the types	s of mioritation/accuments/forms found in the series.	menade the purpose of function of the Series).	
NOx Budget Program Record for Litigation -		•	
technical and developmental material asser- litigation: SIP revisions and modeling, tech			
Assessment Group (OTAG) documents.	11 /	1	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size X Microfilm	Alphabetical	5 File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
Legal Size Computer Tape	Numerical	Other (Specify) Number	
Bound Book Floppy Disk	Chronological	10. ANNUAL ACCUMULATION	
Audio Tape Video Tape	Geographical	File Drawer(s)	
Other (Specify)	Other (Spanify) Dy Tonio	Microfilm Reel(s) Computer Tape(s)	
Other (Specify)	Other (Specify) By Topic	Other (Specify)	
11. FILE IS USED <u>(as needed)</u>	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly	Month(s) Number	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 X	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes No X	X None State	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Retain f	or fifteen (15) years, then destroy	
No. All boxes should be retrieved at once.			

20. TELEPHONE NUMBER
410-631-4414

21. DATE

06/11/02