

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

Schedule No. 2471

Page 1 of 2

Agency
 Maryland Transit Administration

Division/Unit
 Facilities Engineering

Item No.	Description	Retention
	Supersedes Schedule 1001	
1	<p><u>Specifications</u> Contains all original bid package, project description, unit price schedules, special provisions, appendices and addendums.</p>	<p>Permanent. Transfer electronic format to State Archives in accordance with COMAR 14.18.04 and transfer paper records to State Archives after conversion.</p>
2	<p><u>Plan Files</u> Contains all original contract drawings, standard plates, related shop drawings and As-Builts.</p>	<p>Permanent. Transfer electronic Format to State Archives in accordance with COMAR 14.18.04 and transfer paper records to State Archives after conversion.</p>
3	<p><u>Right of Way Plats</u> Contains existing plats showing property owned by the Maryland Transit Administration.</p>	<p>Permanent. Transfer electronic format to State Archives in accordance with COMAR 14.18.04 and transfer paper records to State Archives after conversion.</p>

Scheduled Approved by Department, Agency, or Division Representative.

Date 09/23/08

Signature *Robert L. Burris*

Typed Name Robert L. Burris
 Title Chief, Civil Engineering

Schedule Authorized by State Archivist

Date 14 May 09

Signature *Edward C. J. Openm*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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 (Continuation Sheet)

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Page 2 of 2

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Item No.	Description	Retention
4	<p><u>General Correspondence</u> Contains incoming and outgoing letters, memoranda, studies, reports, directives, etc. on miscellaneous subjects related to the administration of the Facilities Engineering Division.</p>	<p>Screen and retain permanently all material that serves to document the origin, development, functions and accomplishments of the Facilities Engineering Division. Transfer to the State Archives. Destroy all other material not needed for current operations.</p>
5	<p><u>Photograph Files</u> Contains Construction photographs taken during the project.</p>	<p>Permanent. Transfer to the State Archives.</p>