

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

Schedule No. 2505

Page 1 of 2

Agency **Maryland Department of the Environment** Division/Unit: **Air Quality Planning Program**

Item No.	Description	Retention
	<u>This schedule supersedes Schedule 2171-A1 dated July 26, 2002.</u>	
1.0	State Implementation Plan (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.
2.0	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.	(2.0) Permanent. Transfer periodically to Maryland State Archives.
3.0	Hearing Documents (SIP & Non-SIP) --These documents include but are not limited to: regulation development materials required by State or federal laws such as technical support documents, MD Register notices, hearing 30-day notice materials, notices to the affected counties, states, EPA, State Clearinghouse, the Children's Environmental Protection Advisory Council, the Department of Business and Economic Development, hearing statements, hearing transcripts, comments and responses. Hearing documents also pertain to hearings on Consent Orders and plans.	(3.0) Permanent. Transfer periodically to Maryland State Archives.
4.0	Emission Inventories – Files include base-year and periodic inventories for ozone precursors, particulate matter, greenhouse gases, and a toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, and survey data.	(4.0) Permanent. Transfer periodically to Maryland State Archives.
5.0	Modeling Documents – These files include modeling results/ inputs/ model instruction files and documents.	(5.0) Permanent. Transfer periodically to Maryland State Archives.

Scheduled Approved by Department, Agency, or Division Representative,

Date

Signature

Typed Name

Title

Program Manager

Schedule Authorized by State Archivist

Date

Signature

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

Schedule No. 2505

Page 2 of 2

Agency **Maryland Department of the Environment** Division/Unit: **Air Quality Planning Program**

Item No.	Description	Retention
6.0	Climate Change Records – These files include climate action plans and greenhouse gas emission inventories.	(6.0) Permanent. Transfer periodically to Maryland State Archives.
7.0	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.	(7.0) Retain for twenty (20) years, then destroy.
8.0	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.	(8.0) Retain for fifteen (15) 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	Grant Work Plans and Funding Agreements – These documents pertain to completion of the requirements of specific grant funds.	(10.0) Retain for five (5) years, then destroy.
11.0	Transportation/ Planning/ Regional Meeting Documents Record Series contains: Transportation Improvement Plans, conformity documents, and related materials.	(11.0) Retain for three (3) years, then destroy.
11.1-11.4	(11.1) <u>Baltimore Regional Transportation Board</u> (11.2) <u>Wilmington Area Planning Council</u> (11.3) <u>National Capital Transportation Planning Board</u> (11.4) <u>Other Regional Planning Bodies</u>	(11.1) — (11.4) Retain for three (3) 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 1 of 11
1. DEPARTMENT/AGENCY Maryland Department of the Environment	2. DIVISION Air & Radiation Management Administration.	3. UNIT Air Quality Planning Program
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 (SIP) Text Documents		5. EARLIEST YEAR / LATEST YEAR 1977 TO 2008
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). This record series includes technical and developmental material for State Implementation Plans (SIPs) required under Federal statutes. These documents include but are not limited to: planning documents, SIP revisions, technical support documents, SIP related databases, SIP submittal letters, and emission calculation documents.		
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" 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) <input type="checkbox"/>	8. RECORD SERIES SEQUENCE Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <input type="checkbox"/>	9. VOLUME <div style="display: flex; align-items: center;"> <div style="text-align: center; width: 100px;"> 10 _____ Number </div> <div style="margin-left: 10px;"> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) </div> </div> 10. ANNUAL ACCUMULATION <div style="display: flex; align-items: center;"> <div style="text-align: center; width: 100px;"> 1/3 _____ Number </div> <div style="margin-left: 10px;"> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) </div> </div>
11. FILE IS USED Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	12. FILE BECOMES INACTIVE AFTER <u>(File Does NOT become Inactive)</u> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> _____ Number </div> <div style="width: 30%;"> Month(s) </div> <div style="width: 30%;"> Year(s) </div> </div>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> - Filed via date and SIP Number (Indexed) No <input type="checkbox"/>	RECOMMENDED RETENTION Permanent. Transfer periodically to Maryland State Archives.	
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks	20. TELEPHONE NUMBER 410-537-4125	21. DATE 9/23/08

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 2 of 11	
1. DEPARTMENT/AGENCY Maryland Department of the Environment		2. DIVISION Air & Radiation ion Administration.		3. UNIT Air Quality Planning Program	
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 2008	
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 X Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical X Chronological X 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 X		12. FILE BECOMES INACTIVE AFTER File does not become inactive _____ Month(s) Year(s) X Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., 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 Yes No X		16. AUDIT REQUIREMENTS 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/ SIP # No		RECOMMENDED RETENTION Permanent. Transfer periodically to Maryland State Archives.			
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks		20. TELEPHONE NUMBER 410-537-4125		21. DATE 9/23/08	

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 Maryland Department of the Environment		2. DIVISION Air & Radiation Management Administration.		3. UNIT Air Quality Planning Program	
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 Hearing Documents (SIP & Non-SIP)				5. EARLIEST YEAR / LATEST YEAR 1977 TO 2008	
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 but are not limited to: regulation development materials required by State or federal laws such as technical support documents, MD Register notices, hearing 30-day notice materials, notices to the affected counties, states, EPA, State Clearinghouse, the Children's Environmental Protection Advisory Council, the Department of Business and Economic Development, hearing statements, hearing transcripts, comments and responses. Hearing documents also pertain to hearings on Consent Orders and plans.					
7. RECORD SERIES FORMAT(S) Letter Size X Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical X Chronological X Geographical X Other (Specify)		9. VOLUME 17 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 X Weekly Monthly		12. FILE BECOMES INACTIVE AFTER _____20_____ Month(s) Year(s) X Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., 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 Yes No X		16. AUDIT REQUIREMENTS None State Federal X Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X - Filed via date and SIP Number (Indexed) No		RECOMMENDED RETENTION Permanent. Transfer periodically to Maryland State Archives.			
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks		20. TELEPHONE NUMBER 410-537-4125		21. DATE 9/23/08	

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 4 of 11											
1. DEPARTMENT/AGENCY Maryland Department of the Environment								2. DIVISION Air & Radiation Management Administration.								3. UNIT Air Quality Planning Program							
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 2008											
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). The files in this record series include: base-year and periodic inventories for ozone precursors, particulate matter, greenhouse gases, and a toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, and survey data.																							
7. RECORD SERIES FORMAT(S) Letter Size X Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)								8. RECORD SERIES SEQUENCE Alphabetical Numerical X Chronological X 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 X								12. FILE BECOMES INACTIVE AFTER Does not become inactive _____ Month(s) Year(s) X Number															
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., 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 Yes _____ No X								16. AUDIT REQUIREMENTS 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. Transfer periodically to Maryland State Archives.															
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks								20. TELEPHONE NUMBER 410-537-4125						21. DATE 9/23/08									

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 5 of 11
1. DEPARTMENT/AGENCY Maryland Department of the Environment	2. DIVISION Air & Radiation Management Administration.	3. UNIT Air Quality Planning Program
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 2008
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 <input checked="" type="checkbox"/> Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical Other (Specify)	9. VOLUME <div style="display: flex; align-items: center;"> <div style="text-align: center; flex: 1;"> 1/4 <hr style="width: 50px;"/> Number </div> <div style="flex: 2;"> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) </div> </div> 10. ANNUAL ACCUMULATION <div style="display: flex; align-items: center;"> <div style="text-align: center; flex: 1;"> 1/10 <hr style="width: 50px;"/> Number </div> <div style="flex: 2;"> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) </div> </div>
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/>	12. FILE BECOMES INACTIVE AFTER Do not become inactive <div style="display: flex; justify-content: space-between;"> <div> <hr style="width: 100px;"/> Number </div> <div> Month(s) Year(s) <input checked="" type="checkbox"/> </div> </div>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes No <input checked="" type="checkbox"/>	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None State <input checked="" type="checkbox"/> Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> - Filed via Date No	RECOMMENDED RETENTION Permanent. Transfer periodically to Maryland State Archives.	
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks	20. TELEPHONE NUMBER 410-537-4125	21. DATE 9/23/08

[illegible]

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 <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Page 7 of 11 </div>	
1. DEPARTMENT/AGENCY Maryland Department of the Environment		2. DIVISION Air & radiation Management Administration		3. UNIT Air Quality Planning Program	
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 Banking and Trading Documents				5. EARLIEST YEAR / LATEST YEAR <div style="text-align: center; font-weight: bold;">1995 TO 2008</div>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). <div style="font-weight: bold;">These files include information on shutdown and overcontrol of equipment to assist in evaluating emission reduction credits (ERCs) available for trading to new sources.</div>					
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" 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) <input type="checkbox"/>		8. RECORD SERIES SEQUENCE Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) <input type="checkbox"/>		9. VOLUME <div style="display: flex; align-items: center;"> <div style="text-align: center; width: 50px;">2</div> <div style="width: 100%;"> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) </div> </div> <div style="border-top: 1px solid black; margin-top: 5px; text-align: center; font-size: small;">Number</div>	
11. FILE IS USED Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/>		12. FILE BECOMES INACTIVE AFTER <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px;">20</div> <div style="font-size: small;">Number</div> </div> <div style="text-align: center;"> Month(s) </div> <div style="text-align: center;"> Year(s) <input checked="" type="checkbox"/> </div> </div>			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., ARMA Planning		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <div style="display: flex; justify-content: space-between;"> Yes MPO's, planning bodies No </div>			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		16. AUDIT REQUIREMENTS None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/>			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> - Filed via Date No <input type="checkbox"/>		RECOMMENDED RETENTION Retain for 20 years, then destroy.			
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks		20. TELEPHONE NUMBER 410-537-4125		21. DATE 9/23/08	

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
1. DEPARTMENT/AGENCY Maryland Department of the Environment	2. DIVISION Air & Radiation Management Administration	3. UNIT Air Quality Planning Program
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). 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 <input checked="" 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) <input type="checkbox"/>	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify) <u>By Topic</u>	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 <u>(as needed)</u> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	12. FILE BECOMES INACTIVE AFTER _____ 15 _____ Number Month(s) Year(s) <input checked="" type="checkbox"/>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> 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	20. TELEPHONE NUMBER 410-537-4414	21. DATE 9/23/08

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 Maryland Department of the Environment		2. DIVISION Air & Radiation Management Administration		3. UNIT Air Quality Planning Program	
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 2003 TO 2008	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). This record series 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.					
7. RECORD SERIES FORMAT(S) Letter Size X Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical X Chronological 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 Weekly Monthly X		12. FILE BECOMES INACTIVE AFTER 5 Month(s) Year(s) X Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., 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 X		16. AUDIT REQUIREMENTS 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 Retain for five (5) years, then destroy.			
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks		20. TELEPHONE NUMBER 410-537-4125		21. DATE 9/23/08	

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 Maryland Department of the Environment		2. DIVISION Air & Radiation Management Administration		3. UNIT Air Quality Planning Program	
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 Work Plans and Funding Agreements				5. EARLIEST YEAR / LATEST YEAR 2003 TO 2008	
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. The work plans may also include progress reports that detail the annual work tasks completed under a grant.					
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" 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) <input type="checkbox"/>		8. RECORD SERIES SEQUENCE Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) <input type="checkbox"/>		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 <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/>		12. FILE BECOMES INACTIVE AFTER _____ 5 _____ Number Month(s) Year(s) <input checked="" type="checkbox"/>			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., ARMA Planning		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		16. AUDIT REQUIREMENTS None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/>			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> - Filed via Date No <input type="checkbox"/>		RECOMMENDED RETENTION Retain for five (5) years, then destroy.			
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks		20. TELEPHONE NUMBER 410-537-4125		21. DATE 9/23/08	

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 Maryland Department of the Environment	2. DIVISION Air & Radiation Management Administration	3. UNIT Air Quality Planning Program
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 2005 TO 2008
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). 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 <input checked="" 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) <input type="checkbox"/>	8. RECORD SERIES SEQUENCE Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) <input type="checkbox"/>	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"/>	12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) Year(s) <input checked="" type="checkbox"/>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input type="checkbox"/> MPO's, planning bodies No <input type="checkbox"/>	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> - Filed via Date No <input type="checkbox"/>	RECOMMENDED RETENTION Retain for three (3) years, then destroy.	
19. NAME AND TITLE OF PREPARER Brian J. Hug/ Diane Franks	20. TELEPHONE NUMBER 410-537-4125	21. DATE 9/23/08

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 4	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE State Implementation Plan (SIP) text documents				5 EARLIEST YEAR/LATEST YEAR 1990 TO 2008	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Technical and developmental material for SIPs to meet Federal Air Quality Standards					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartment use is allowed with permission. Outside alterations to data/ text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Retain as permanent					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 9/23/08	
16 TITLE OF PREPARER Deputy Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 2 of 4	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Emission Inventory Records				5 EARLIEST YEAR/LATEST YEAR 1990 TO 2008	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Files include base-year and periodic inventories for ozone precursors, particulate matter, greenhouse gases, and a toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, and survey data.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartment use is allowed with permission. Outside alterations to data/ text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Retain as permanent					
13 TYPED OR PRINTED NAME OF PREPARER Roger Thunell		14 TELEPHONE NUMBER 410-537-3273		15 DATE 9/23/08	
16 TITLE OF PREPARER Division Chief				FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A	
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 3 of 4	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Modeling Records				5 EARLIEST YEAR/LATEST YEAR 1990 TO 2008	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Modeling results/ inputs/ modeling instructions, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartment use is allowed with permission. Outside alterations to data/ text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Retain as permanent					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 9/23/08	
16 TITLE OF PREPARER Deputy Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 4 of 4	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Climate Change Records				5 EARLIEST YEAR/LATEST YEAR 2006 TO 2008	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. MDE generated technical and developmental material for Maryland Climate Change Commission and MDE's climate change programs					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartment use is allowed with permission. Outside alterations to data/ text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Material will be consistently updated.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Permanent. Transfer periodically to Maryland State Archives.					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 9/23/08	
16 TITLE OF PREPARER Deputy Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					