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

Schedule No. 2505

Page

of 2

Maryland Department of the Environment Division/Unit: Air Quality Planning Program Agency Description Retention Item No. This schedule supersedes Schedule 2171-A1 dated July 26, 2002. 1.0 State Implementation Plan (SIP) Text Documents -(1.0) Permanent. Transfer Technical and developmental material for State periodically to Maryland State Implementation Plans required under Federal statutes. These Archives. documents include but are not limited to: planning documents, SIP revisions, technical support documents, SIP related databases, submittal letters, and emission calculation documents. (2.0) Permanent. Transfer **Economic Incentive/Voluntary Measures SIP Documents** 2.0 periodically to Maryland State - These documents support programs/ projects such as the Archives. Smart Growth and Innovative Measures SIP, Cash for Clippers Programs, etc. (3.0) Permanent. Transfer Hearing Documents (SIP & Non-SIP) -- These documents periodically to Maryland State 3.0 include but are not limited to: regulation development Archives. 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. (4.0) Permanent. Transfer Emission Inventories – Files include base-year and periodic 4.0 periodically to Maryland State inventories for ozone precursors, particulate matter, Archives. greenhouse gases, and a toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, and survey data. (5.0) Permanent. Transfer 5.0 periodically to Maryland State **Modeling Documents** – These files include modeling results/ inputs/ model instruction files and documents. Archives. Schedule Authorized by State Archivist Scheduled Approved by Department, Agency, 2 Jun 09 Island a Joseph or Division Representative, Date Signature A Typed Name Diane Franks Title Program Manager

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/Uni	t: 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) Baltimore Regional Transportation Board (11.2) Wilmington Area Planning Council (11.3) National Capital Transportation Planning Board (11.4) Other Regional Planning Bodies	(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	AGENCY RECORDS INVENTORY	
· .	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 of 11	
1. DEPARTMENT/AGENCY Maryland Department of the Environment DEFINITION - Records series - A group of related records	DIVISION Air & Radiation Management Administration. ds normally filed and used as a unit for reference as a	3. UNIT Air Quality Planning Program	
		ten as recention and disposition purposes.	
4. RECORDS SERIES TITLE State Implementation Plan (SIP) Text Doc	uments	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 d required under Federal statutes. These do revisions, technical support documents, SI documents.	cuments include but are not limited	to: planning documents, SIP	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size X Microfilm	Alphabetical	10 File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
Legal Size Computer Tape	Numerical X	Other (Specify) Number	
Bound Book Floppy Disk	Chronological X	10. ANNUAL ACCUMULATION	
Audio Tape Video Tape	Geographical X	1/3 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number	
Other (Specify)	Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER (File Does NOT become Inactive)		
Daily X Weekly Monthly	Month(s) Year(s) 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)		
1000 Washington Divar, 1111, 1111 Amming	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		
Yes X - Filed via date and SIP Number (Indexed) No	Permanent. Transfer periodicall	y to Maryland State Archives.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Brian J. Hug/ Diane Franks	410-537-4125	9/23/08	

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 2 Page of 11 P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Maryland Department of the Environment Air & Radiation ion Administration. 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 5. EARLIEST YEAR / LATEST YEAR **Economic Incentive/ Voluntary Measures SIP Documents** 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) 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 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) 1800 Washington Blvd., ARMA Planning 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS Federal X 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION

20. TELEPHONE NUMBER

410-537-4125

Permanent. Transfer periodically to Maryland State Archives.

21. DATE

9/23/08

DGS 550-4 (Revised 1/93) -- MDE

describe any software/hardware)

Yes X - Filed via Date/ SIP #

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)	SED RECORD SERIES. FORWARD WITH IN SCHEDULE (DGS 550-1) SERVICES			
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	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 recor	ds normally filed and used as a unit for reference as v	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	s of information/documents/forms found in 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)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size X Microfilm	Alphabetical	17 File Drawer(s) Microfilm Reel(s)		
Legal Size Computer Tape	Numerical X	Computer Tape(s) Other (Specify) Number		
Bound Book Floppy Disk	Chronological X			
Audio Tape Video Tape	Geographical 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)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
1800 Washington Blvd., ARMA Planning	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 Permanent. Transfer periodically	y to Maryland State Archives.		
Yes X - Filed via date and SIP Number (Indexed) No				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
Brian J. Hug/ Diane Franks	410-537-4125	9/23/08		

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 4 11 P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Air & Radiation Management Maryland Department of the Environment Air Quality Planning Program Administration. 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 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) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size X Microfilm 1/4 Alphabetical File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical X Other (Specify) Number Floppy Disk Bound Book Chronological 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical 1/10 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Other (Specify) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Does not become inactive Daily Weekly Monthly X Month(s) Year(s) X Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 1800 Washington Blvd., ARMA Planning 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS State Х Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION describe any software/hardware) Permanent. Transfer periodically to Maryland State Archives. Yes X - Filed via Date

20. TELEPHONE NUMBER

410-537-4125

21. DATE

9/23/08

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 of 11 P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Maryland Department of the Environment Air & Radiation Management Air Quality Planning Program Administration. 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 Modeling Documents 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) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size X Microfilm Alphabetical 1/4 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical X Other (Specify) Number **Bound Book** Floppy Disk Chronological 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical 1/10 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Other (Specify) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Do 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) 1800 Washington Blvd., ARMA Planning 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS No X None State X Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION describe any software/hardware) Permanent. Transfer periodically to Maryland State Archives. Yes X - Filed via Date 19. NAME AND TITLE OF PREPARER 21. DATE 20. TELEPHONE NUMBER 9/23/08 Brian J. Hug/ Diane Franks 410-537-4125

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 6 of 11 P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Maryland Department of the Environment Air & Radiation Management Air Quality Planning Program Administration 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 Climate Change Records 4. RECORDS SERIES TITLE 2006 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 records include climate action plans and greenhouse gas inventories. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size X Microfilm Alphabetical File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical Other (Specify) Number **Bound Book** Floppy Disk Chronological Х 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) - Compact Discs Other (Specify) Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Does not become inactive Daily Weekly X 50 Month(s) Year(s) X Monthly Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 1800 Washington Blvd., 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 RECOMMENDED RETENTION describe any software/hardware) Permanent. Transfer periodically to Maryland State Archives. Yes X - Filed via Date 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE 9/23/08 Brian J. Hug/ Diane Franks 410-537-4125

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 11 P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Maryland Department of the Environment Air & radiation Management Air Quality Planning Program Administration 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 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 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 9. VOLUME Letter Size X Microfilm Alphabetical 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 Daily Weekly Monthly X 20 Year(s) X Month(s) Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 1800 Washington Blvd., ARMA Planning Yes MPO's, planning bodies No 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS No X None X Federal 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION Retain for 20 years, then destroy. describe any software/hardware)

20. TELEPHONE NUMBER

410-537-4125

21. DATE

9/23/08

Yes X - Filed via Date

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		
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	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 recor	ds normally filed and used as a unit for reference as v	well as retention and disposition purposes.		
4. RECORDS SERIES TITLE NOx Budget Program	n 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)	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 (Specify) By Topic	Microfilm Reel(s) Computer Tape(s) 0 Other (Specify) Number		
11. FILE IS USED (as needed)	12. FILE BECOMES INACTIVE AFTER			
Daily Weekly Monthly	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	16. AUDIT REQUIREMENTS			
Yes · No X	X None State	Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	RECOMMENDED RETENTION			
describe any software/hardware)	Retain for fifteen (15) years, then destroy.			
No. All boxes should be retrieved at once.	200 1100011 (20) 5 01101			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
Deborah Rabin/ Diane Franks	410-537-4414	9/23/08		

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR AGENCY RECORDS INVENTORY **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 9 of 11 P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Air & Radiation Management Maryland Department of the Environment Air Quality Planning Program Administration 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 Administrative Records 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) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size X Microfilm Alphabetical 2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical X Other (Specify) Number **Bound Book** Floppy Disk Chronological 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 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) 1800 Washington Blvd., ARMA Planning 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS Federal No X None State X Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION Retain for five (5) years, then destroy. describe any software/hardware) Yes X - Filed via Date 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE 9/23/08 Brian J. Hug/ Diane Franks 410-537-4125

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 10 of 11 P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Maryland Department of the Environment Air & Radiation Management Air Quality Planning Program Administration 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 Grant Work Plans and Funding Agreements 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) 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 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) 1800 Washington Blvd., ARMA Planning Yes 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS No X None Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and RECOMMENDED RETENTION describe any software/hardware) Retain for five (5) years, then destroy. Yes X - Filed via Date

20. TELEPHONE NUMBER

410-537-4125

21. DATE

9/23/08

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 11 11 of P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Maryland Department of the Environment Air & Radiation Management Air Quality Planning Program Administration 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 5. EARLIEST YEAR / LATEST YEAR Transportation/ Planning/ Regional Meeting Documents 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) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size X Microfilm Alphabetical 2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical X Other (Specify) Number **Bound Book** Floppy Disk Chronological 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 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) 1800 Washington Blvd., ARMA Planning Yes MPO's, planning bodies 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS X No X None State Federal Independent 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 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE 9/23/08 Brian J. Hug/ Diane Franks 410-537-4125

INSTRUCTIONS – Type or print a separate form for each new/revised		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTO	RY
electronic record series. Forward with		oo Road, P.O. Box 275		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04		, Maryland 20794 10) 799-1930	Page 1 of 4	
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1 DEPARTMENT/AGENCY	2 DIVISION	n Managament	3 UNIT	•
Maryland Department of the Environment	Administration	n Management n	Air Quality Planning Program	
DEFINITION - Record Series - A group of relation and disposition		d electronically and used as a	unit for reference as well as retention	
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4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	٩R
State Implementation Plan (SIP) text documents	ments		1990 TO 2008	
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	se/s of information generated by syster	n
N/A .		N/A		
8 ELECTRONIC RECORD SERIES DESCR				
	cont	ained in a series. Include p	ourpose and function of the system.	
Technical and developmental material for	SIPs to meet Fe	ederal Air Quality Standa	rds ·	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.		
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Interdepartment use is allowed with permi	ssion. Outside	e alterations to data/ text	is not allowed.	
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10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON 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				
TE RECOMMENDED RETENTION Retain as permanent				
13 TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER 15 DATE				
PREPARER	440 527 4405		9/23/08	
Brian Hug 16 TITLE OF PREPARER	410-537-4125	FOR DEDMANENT	RECORDS COMPLETE ALSO	
IO THE OF FREFARER		RECORDS COMPLETE ALSO		
Deputy Program Manager		DGS 550-6A	·	
DGS 550-6				

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275		ELECTRONIC RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	n, Maryland 20794 10) 799-1930	Page 2 of 4	
1 DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiatio Administration	n Management n	3 UNIT Air Quality Planning Program	
DEFINITION - Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Emission Inventory Records			1990 TO 2008	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system	
N/A N/A				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include p	documents/forms ourpose 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 - Expla	in 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 FO	R REVISING INFORMATION	ON 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	14 TELEPHONE NUMBER		15 DATE	
Roger Thunell	410-537-3273		9/23/08	
16 TITLE OF PREPARER FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A			RECORDS COMPLETE ALSO	
Division Chief		230 000 071		
DGS 550-6				

INSTRUCTIONS - Type or print a		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY	
separate form for each new/revised electronic record series. Forward with		ANAGEMENT DIVISION oo Road, P.O. Box 275		
Records Retention Schedule (DGS 550-1)		, Maryland 20794	Dogo 2 of 4	
COMAR 14.18.04	(4	10) 799-1930	Page 3 of 4	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Maryland Department of the		n Management	Air Quality Planning Program	
Environment	Administration	1		
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE	*		5 EARLIEST YEAR/LATEST YEAR	
Modeling Records			1990 TO 2008	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system	
A.//A				
N/A		N/A		
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brief	ly describe the information	/documents/forms	
TO ELECTROMO RECORD CENTED DECOR		•	ourpose and function of the system.	
Modeling results/ inputs/ modeling instruction	tions, etc.			
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9 POLICY ON ACCESS AND USE - Expla	in or attach conv	if established in writing		
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Interdepartment use is allowed with permi	ssion. Outside	alterations to data/ text	is not allowed.	
10 UPDATING CYCLES OR CONDITIONS	AND BUILES EO	D DEVICING INFORMATIO	ON IN THE CVCTEM	
10 OF DATING CTCLES OR CONDITIONS	AND RULES FO	K KEVISING INFORMATIO	DIVIN THE STSTEW	
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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.				
Ensure the record's retention and disability throughout the record's authorized life cycle.				
AQ Planning Shared Drive: MDE 17: L Drive				
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12 RECOMMENDED RETENTION Retain as permanent				
13 TYPED OR PRINTED NAME OF				
PREPARER	440 527 4405		9/23/08	
Brian Hug 410-537-4125 16 TITLE OF PREPARER FOR PERMANENT RECORDS COMPLETE ALSO			PECOPDS COMPLETE ALSO	
10 THEE OF THEFANER		DGS 550-6A	RECORDS COMPLETE ALSO	
Deputy Program Manager				
DGS 550-6	DGS 550-6			

separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275		ELECTRONIC RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup, Maryland 20794 (410) 799-1930		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 rel and disposition		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR				
Climate Change Records			2006 TO 2008	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the ເ	ise/s of information generated by system	
N/A N/A				
8 ELECTRONIC RECORD SERIES DESCR				
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 - Expla	in 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 FO	R REVISING INFORMATION	ON 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 Peri	nanent. Transf	er periodically to Marylan	d 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			RECORDS COMPLETE ALSO	
Deputy Program Manager		DGS 550-6A		
DGS 550-6				