

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

**Schedule No. 2542**

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All

**Item No.**

**Description**

**Retention**

**SUPERSEDES:**

- 627 Accounting Records
- 707-1 Terminal Operations/Terminal Control
- 707-2 Planning and Research Dept.
- 707-3 Port Services/Director's Office
- 707-4 Finance and Administration/Personnel Sect
- 707-5 Terminal Operations/Locust Point Maint
- 707-6 Finance and Administration/Director's Ofc
- 707-7 Finance and Administration/Admin Svcs
- 707-8 Leasing and Insurance
- 707-9 Transportation Section
- 707-10 Finance and Administration/Purchasing
- 707-11 Port Promotion
- 707-12 Terminal Operations/Maintenance Cranes
- 707-13 Terminal Operations/Marine Billing
- 707-14 Terminal Operations/Trailer 3 B
- 707-15 Terminal Operations/Operations
- 707-16 Terminal Operations/Superintendent Oper
- 707-17A Marketing & Statistics
- 707-17B Engineering & Construction
- 707-17C Engineering & Construction
- 707-18 Finance and Administration/Human Resour
- 707-19 Pier 7 Office Trailer
- 707-20 Executive Section/Port Administrator
- 707-20A Executive Section/Port Administrator
- 707-21 Terminal Operations/Ofc of the Director
- 707-22 Terminal Operations/Rail Control - Dundalk
- 707-23 Terminal Operation/Gate Plaze

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name

Title

Schedule Authorized by State Archivist

Date

Signature

12/6/10

*Kathy Broadwater*

Kathy Broadwater

Deputy Executive Director

16 Dec 10

*Edward C. [Signature]*

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|          | <p><u>Cont. Supersedes</u></p> <p>707-24 Terminal Operations/Gate Plaza<br/>           707-24A Terminal Operations/Gate Plaza<br/>           707-2B Terminal Operations/Gate Plaza<br/>           707-25 Terminal Operations/Research &amp; Planning<br/>           707-26 Terminal Operations/Marine Billing<br/>           707-27 Terminal Operations/Maintenance Crane<br/>           707-28 Terminal Operations/Operations-Locust Pt<br/>           707-29 Terminal Operations/Maintenance Crane<br/>           707-30 Terminal Operations/Maintenance Crane<br/>           707-31 Terminal Operations/Maintenance cranes<br/>           1828 Police Department</p> |           |

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|-----------------|--|--|
| 1.              | <p><u>Accounting Records</u></p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes. Each agency will use all or some of the following records which are governed by the indicated retention period.</p> |  |
| A.              | <p><u>Special Accounting Records</u></p> <p>Books of Final Entry<br/>General Ledgers<br/>Audit Reports</p>   | <p>Permanent. Retain for three (3) years and until all audit requirements have been fulfilled, then transfer to State Archives</p> |

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| B.              | <u>General Accounting Records</u><br>Memorandum of Adjustments<br>Distribution of Charges<br>Transmittals<br>Certificate of Deposit and Bank Deposit Slips<br>Monthly Report of State Funds Collected and Deposited<br>Petty Cash Fund Reimbursement (Replenishment) Requests   | Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. |
| C.              | <u>Purchasing Records</u><br>Requisition for Supplies<br>(also Agency Inter-Office Requisitions)<br>Purchase Order<br>Out of Schedule Requisition for Supplies<br>Stores Requisition<br>Actual Emergency and Repairs Report<br>Report of Partial Delivery<br>Credit Memorandum<br>Direct Bid Proposals<br>Credit card statements, office supply purchases, invoices, bank statements. | Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. |
| D.              | <u>Budget and Fiscal Planning Records</u><br>Budget Schedule Amendment<br>Report of Materials and Supplies<br>Budget Estimates<br>Request for Position Action<br>Procurement - Invoice Authorization Exception Forms  | Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. |

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| E.              | <u>Payroll Accounting Records</u><br>Payroll exceptions Time Report<br>Payroll Warrants<br>Payroll Transmittals<br>Employee Roster Card File  | Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. |
| F.              | <u>Payroll and check Register</u>   | Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. |
| G.              | <u>Miscellaneous Accounting Records</u><br>Paid Bonds and Coupons<br>Paid Bills and Invoices<br>Receipt Copies and Stubs<br>Bank Books, Statements, and Deposit Receipts<br>Cancelled Checks, Check Copies and Check Stubs<br>Reconciliation and Trial Balance Sheets<br>Budget Papers and Work Sheets<br>Requisitions and Purchase Orders<br>Delivery Orders and Receipts<br>Receiving Reports<br>Daily and Monthly time Sheets<br>Gas Withdrawal Tickets and Mileage Reports<br>Stock Record Card | Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.  |

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|          | <b>Item G. Continued</b>   |   |
|          | Memorandum Receipt and Property Condemnation Report<br>Delivery Order and Receipt<br>Periodic Financial Reports to Local and State Agencies<br>Withholding Tax Forms and Statements (Local, State and Federal)<br>Maryland Department of Transportation (MDOT) / State – Stat Reports<br>Minority Business Enterprise (MBE) Waivers<br>Renewable Licenses<br>Copies of invoices and backup material for office purchases and contracts | Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. |
| H.       | <u>Agency Budget Requests to Legislature</u><br>Budget Request and Allowance books,<br>Support documentation and justifications for the agency’s budget and funding requirements,<br>MDOT, Department of Budget and Management (DBM) and Department of Legislative Services (DLS) questions & responses,<br>Revenue projections submitted to MDOT in support of funding requests.  | Retain for three (3) years and until all audit requirements have been met then destroy.       |
| I.       | <u>Legislative Budget Appropriations to Agency</u><br>Documents related to Legislature’s final appropriation to the agency.  | Retain for ten (10) years and until all audit requirements have been met then destroy.        |
| J.       | <u>Intra-agency Funding Requests and Allocations</u><br>Funding requests from departments including Current Budget Services (CBS),<br>Documents granting funds to the departments.   | Retain for three (3) years and until all audit requirements have been met then destroy.       |

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| 2.       | <u>Contract and Procurement Records</u>  |   |
| A.       | <u>Contracts</u><br>1. Contracts entered into by MPA including but not limited to blanket and other purchase orders<br>Notices of Award of Contract<br>Executed copies of bonds <ul style="list-style-type: none"> <li>• Bid and proposal bonds</li> <li>• Performance and payment bonds</li> </ul><br>2. Low bidder contracts<br>Mockup copies of contracts   | Retain in office for one (1) year after expiration/end of contract (including warranty period). Then transfer to storage and retain for two (2) years, then destroy.<br><br>Retain for three (3) years, screen and destroy material which ceases to have administrative value.                |
| B.       | <u>Records of Socioeconomic Programs</u><br>1. Minority Business Enterprise Program records (other than contract-specific or procurement-specific records)<br><br>2. Small Business Enterprise Program records (Reserve and Preference) <ul style="list-style-type: none"> <li>○ Contract-specific or procurement-specific records,</li> <li>○ Reports filed with MDOT, Governor's Office of Minority Affairs or other agencies</li> </ul> | Retain for three (3) years, then screen and destroy material which ceases to have administrative value.<br><br>Retain in office for one (1) year after expiration/end of contract (including warranty period). Then transfer to storage and retain for two (2) years and audit, then destroy. |
| C.       | <u>Grants</u><br>Applications, approvals, final grant documents.   | Retain for three (3) years after grant expiration, then destroy.  |

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| D.              | <u>Board of Public Works (BPW) Records</u><br>Contains final BPW approvals of MPA provided info or requests to BPW that are not included in the contact-specific files.     | Screen annually and destroy material that is no longer needed for current business with the following exception: Retain permanently any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. Transfer annually to the Maryland State Archives. |
| E.              | <u>Inventories of fixed assets</u>  | Retain for three (3) years, and until audited then destroy.   |
| F.              | <u>Records of office equipment</u>  | Retain until audit requirements have been fulfilled then destroy.   |
| G.              | <u>Procurement Review Group Meetings</u>  | Retain for three (3) years or until administrative value ceases then destroy.   |
| H.              | <u>National Institute of Governmental Purchasing (NIGP) Licenses and Memberships</u><br>Records relating to NIGP commodity code license, agency and individual memberships. | Retain until administrative value ceases or material is superseded then destroy.  |

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| 3.              | <p><u>Maryland Port Commission (MPC) records:</u></p> <ul style="list-style-type: none"> <li>A. Meeting Agendas and Minutes</li> <li>B. Administrative records (relating to general administration or management of the MPA, the Division of Finance, the Office of Procurement, etc. and the Executive Division, etc..)</li> <li>C. Calendars (other than calendars or schedules kept as part of other files)</li> </ul>   | <p>Permanent. Retain two (2) years, then transfer to MD State Archives.<br/>Retain until administrative value ceases, then destroy.</p> <p>Retain until administrative value ceases, then destroy.</p> |
| 4.              | <p><u>Planning file:</u></p> <ul style="list-style-type: none"> <li>A. Subject file containing folders for projects, outside organizations, geographical areas and topics of interest related to the functions of this office. Maintained here are surveys, reports, project proposals, correspondence, photographs, blueprints, maps, that possess enduring administrative, reference and planning values.</li> <li>B. Unsuccessful bidder in each calendar year.</li> </ul> | <p>Permanent. Retain three (3) years then transfer to State Archives.</p> <p>Retain three (3) years and then destroy.</p>  |
| 5.              | <p><u>Job Files</u><br/>Pre-bid information, job correspondence; shop drawings; pay estimates; change orders to contracts; design information; and other related information.</p>   | <p>Retain in Office three (3) years after job is fulfilled, then transfer to records storage for eleven (11) years, then destroy.</p>  |

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6.

Harbor Development & Permits

A. Permits

MPA approvals/permits issued to others to perform modifications or construction in waters under MPA supervision.

Key data for MPA – issued permits including name of company, address, permit number, construction dates, fee collected.

Public Notices of the US Army Corps of Engineers, Drawings

Letter granting permission to perform construction.

Permanent. Retain in office for one (1) year, then transfer to State Archives.

B. Permits Granted by US Army Corps of Engineers to MPA, MPA applications, drawings & supporting documents Permits.

Permanent. Retain in office for one (1) year, then transfer to State Archives.

C. Wetland Licenses, Transportation Professional Services Selection Board (TPSSB).

Permanent. Retain in office for one (1) year, then transfer to State Archives.

D. Directives

Contents include the original, signed, and approved copies of directives controlling MPA actions.

Permanent. Retain in office for one (1) year, then transfer to State Archives.

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| 7.              | <p><u>Human Resources &amp; Personnel Records</u></p> <p>A. Policies, Regulations, Procedures, and Guidelines<br/>Transportation service Human Resources system policies, regulations, procedures, and guidelines.</p> <p>B. Legislation<br/>Contains copies of House and Senate Bills, fiscal notes, compendia, position statements, and other material related to Human Resources functions and the Transportation Human Resources System.</p> | <p>Permanent. Retain for 3 years, then transfer to State Archives.</p> <p>Retain for four (4) years, then destroy.</p>  |
| 8.              | <p><u>Employment</u></p> <p>A. Resumes<br/>Copies of resumes received from individuals, elected officials, etc (unsolicited).</p> <p>B. Grievance Appeals<br/>Petitions, decisions, and correspondence relating to grievances filed by MPA employees.</p> <p>C. Selection Plans<br/>Contains selection plans used in filling vacancies, along with interview and evaluation forms and test list.</p>   | <p>Retain for three (3) years, then destroy.</p> <p>Retain for three (3) years after grievance has closed, then destroy.</p> <p>Retain for three (3) years after an action is recorded, then destroy.</p> |

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| 9.              | <p><u>Employee Personnel Records</u></p> <p>A. Active<br/>Individual folders are maintained for each MPA employee, and contain personnel, payroll, leave, and retirement documents, forms, related correspondence, and training records.</p> <p>B. Inactive<br/>Individual folders no longer needed as there administrative value has ceased.</p>   | <p>Retain during employment, transfer to inactive file upon termination of employment.</p> <p>Retain for eight (8) years, then destroy.</p>  |
| 10.             | <p><u>Employer/Employee Relations</u></p> <p>A. Suspension Files<br/>Completed forms and correspondence relating to suspensions.</p> <p>B. Suspension Appeals<br/>Completed suspension forms, appeals, decisions, and correspondence relating to appealed suspensions.</p> <p>C. Discharge Appeals<br/>Contains charges for removal/termination, appeals, decisions, and correspondence relating to the discharge of an employee.</p> | <p>Retain for eight (8) years, then destroy.</p> <p>Retain for eight (8) years after resolution, then destroy.</p> <p>Retain for eight (8) years after resolution, then destroy.</p> |
| 11.             | <p><u>Employee Assistance Files</u><br/>Requests for employee assistance, reports, records, and correspondence related to employee requests for personal assistance from the Employee Assistance Counselor.</p>   | <p>Retain for three (3) years after termination of employment, then destroy.</p>   |
| 12.             | <p><u>Innovative Ideas Awards Files</u><br/>Contains completed Innovative Idea Award forms submitted by employees along with related correspondence to MDOT</p>   | <p>Retain for twenty-five (25) years, then destroy.</p>  |

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| 13.             | <p><u>Medical Standards</u><br/>These files contain medical standards for classifications determined to be more physical than regular office type positions. The files also contain development and research documentation for the creation of these standards.</p> | Retain until Administrative Value ceases, then destroy. |
| 14.             | <p><u>Subject Files</u><br/>These alphabetical by subject files contain correspondence and information about specific subjects and issues handled by the classification/compensation unit.</p>  | Retain for seven (7) years, then destroy.               |
| 15.             | <p><u>Emergency Essential Annual Certification Files</u><br/>These files contain information on the annual notification and certification process.</p>  | Retain five (5) years, then destroy.                    |
| 16.             | <p><u>Safety Sensitive Position Files</u><br/>These files contain information on the determination of safety sensitive or non-safety sensitive status positions.</p>  | Retain five (5) years, then destroy.                    |
| 17.             | <p><u>Bargaining Unit Determination Files</u><br/>These files contain information on the determination of bargaining unit status of positions.</p>  | Retain five (5) years, then destroy.                    |
| 18.             | <p><u>Executive Service Determination Files</u><br/>These files contain information on the determination of whether a position should be classified as Executive Service or Transportation Service.</p>   | Retain five (5) years, then destroy.                    |
| 19.             | <p><u>Salary Surveys</u><br/>These files contain information on salary surveys that the MPA participates in.</p>  | Retain five (5) years, then destroy.                    |

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| 20.      | <p><b><u>Class Specifications</u></b><br/>These files contain Transportation Service Human Resources class specifications.</p>  | Retain until superseded, then destroy.  |
| 21.      | <p><b><u>Salary Schedules/Salary Plan</u></b><br/>These files contain all Department of Budget and Management and Transportation Service Human Resources salary schedules and salary plans of all classifications with the departments.</p>   | Retain until superseded, then destroy.  |
| 22.      | <p><b><u>Acting Capacity</u></b><br/>These files contain acting capacities for MPA employees.</p>   | Retain until Administrative Value Ceases, then destroy.   |
| 23.      | <p><b><u>Environmental Management System</u></b></p> <p>A. Manual: Guiding document for Environmental Management System (EMS). The EMS manual is voluntary and useful for ensuring systemic approach to management of environmental impacts. It includes brief descriptions of standards such as our policy, scope of the EMS and organization charts.</p> <p>B. Procedures: Documented, specified way to carry out an environmental activity or a process. These procedures are useful for the purpose of ensuring a systematic approach to management of environmental impacts. The procedures do not contain the type of information on compliance requirements with laws and regulations.</p> <p>C. Meeting Minutes/Notes from Environmental Compliance Steering Committee, Core Team, and Implementation Teams.</p> <p>D. Annual Progress Report: Published annual review of environmental activities for the prior calendar year.</p> | <p>Retain one (1) year after superseded, then destroy.</p> <p>Retain five (5) years, then destroy.</p> <p>Permanent. Retain three (3) years, then transfer to State Archives.</p> <p>Permanent. Retain five (5) years, then transfer to State Archives.</p> |

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|                 | <p>E. Environmental Plans and Reports: Plans and reports associated with environmental activities that may be compliance-related or areas for improvement.</p>                      | <p>Permanent. Retain five (5) years, then transfer to State Archives.</p>   |
| 24.             | <p><b><u>General Correspondence</u></b><br/>These files are typically letters, and memos that are to/from in regards to a particular matter.</p>                                    | <p>Screen annually and destroy material that is no longer needed for current business with the following exception: Retain permanently any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value. Transfer annually to the Maryland State Archives.</p> |
| 25.             | <p><b><u>MPA Lease Files</u></b><br/>This file contains leases for property that MPA leases from other entities.</p>  | <p>Retain lease agreements until termination. Scan documents into pdf format upon termination of lease, destroy paper copy. Retain scanned version for five (5) years then destroy.</p>   |
| 26.             | <p><b><u>Titles and Bills of Sale Files</u></b><br/>Originals of titles, bills of sale, deeds which Maryland Port Administration is a party is filed here by terminal location.</p> | <p>Retain until property is sold, then transfer to State Archives.</p>  |

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| 27.             | <p><b><u>Insurance Policy Files</u></b><br/>Folders established for a particular insurance policy may include correspondence to and from insurance carriers and agents, interoffice memoranda, schedules, endorsements, invoices and renewals, all relating to the specific coverage provided by particular policies.</p> <p>A. Active</p> <p>B. Inactive</p>   | <p>Upon expiration of policy, place in inactive file.</p> <p>Retain inactive file three (3) years after expiration date or until all claims are made under the policies are concluded, whichever is later, then destroy.</p> |
| 28.             | <p><b><u>Damage and Claim Files</u></b><br/>These files consist of folders established for each claim arising from accidents, injuries or property damage occurring on or involving Maryland Port Administration facilities or personnel. The following forms are maintained here:</p> <ul style="list-style-type: none"> <li>(a) Injury and Damage Report</li> <li>(b) Motor Vehicle Accident Report (MSP-1)</li> <li>(c) Motor Vehicle Accident Report (FR-30)</li> <li>(d) Accident Investigation Guide (FS-1)</li> <li>(e) Crane Department Accident Report (123-10x)</li> <li>(f) State Treasurer Accident report (ST-26)</li> <li>(g) Fire and Related Incident Report (445-40)</li> <li>(h) Correspondence concerning claims to and from Insurance carriers, agents, claimants and parties liable to Maryland Port Administration.</li> <li>(i) Interoffice memoranda, photographs, diagrams.</li> </ul> | <p>Retain files until administrative value ceases, then destroy.</p>   |

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| 29.             | <p><b><u>Terminals - Incident Report Files</u></b><br/>           These files contain reports of all incidents involving property damage and/or bodily injury which occur on Maryland Port administration property in which Maryland Port Administration does not appear to be directly involved. Maintained in this chronological file are correspondence to and from insurance carriers, agents, Maryland Port Administration insurance representatives, and outside parties representatives; The following forms are maintained here:</p> <ul style="list-style-type: none"> <li>A. Interoffice memoranda</li> <li>B. Photographs</li> <li>C. Diagrams</li> <li>D. Incident report (445-23)</li> <li>E. Motor Vehicle Accident Report (MSP-1)</li> <li>F. Motor Vehicle Accident Report (FR-30)</li> <li>G. Fire and Related Incident Report (445-40).</li> </ul> | <p>Retain four (4) years after administrative value has ceased, then destroy.</p>  |
| 30.             | <p><b><u>Security – Incidents and Breaches of Security</u></b><br/>           These files contain the location and description of incident or breach of security.</p>  | <p>Retain three (3) years then transfer to State Records Center for four (4) years, then destroy.</p>  |
| 31.             | <p><b><u>Hazardous Waste</u></b><br/>           The following forms are maintained: Per 40 CFR 262.40, “a generator must keep a copy of each Biennial Report and Exception Report for a period of at least three years from the due date of the report.</p> <ul style="list-style-type: none"> <li>A. Hazardous Waste Manifests,</li> <li>B. Biennial Reports,</li> <li>C. Exception Reports.</li> </ul>   | <p>Retain manifests three (3) years after receiving copy from designated facility, then destroy. Retain reports three (3) years from due date, then destroy.</p> |

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| <b>Item No.</b> | <b>Description</b>   | <b>Retention</b>  |
|-----------------|--|---|
| 32.             | <p><b><u>Occupational Safety and Health Administration (OSHA) Logs (OSHA Form 300):</u></b><br/>Annual report of injuries/illnesses required by OSHA.</p>  | Retain on site for five (5) years after calendar year covered, then destroy.                                    |
| 33.             | <p><b><u>MPA's Injury/Illness Reports (Form 301A):</u></b><br/>Injury/illness report for each work-related incident required by OSHA.</p>  | Retain on site for five (5) years after calendar year covered, then destroy.                                    |
| 34.             | <p><b><u>Hazmat Permits:</u></b><br/>Permits issued for hazardous materials per Hazardous Material Regulation under COMAR.</p>   | Retain on site for five (5) years, then destroy.  |
| 35.             | <p><b><u>Hazmat Permit Logs:</u></b><br/>Compilation of hazmat permits issued, including date, brief description of hazmat, requestor's name.</p>  | Permanent. Retain for three (3) years, then transfer to State Archives.   |
| 36.             | <p><b><u>Worker's Compensation Claim Files</u></b><br/>This alphabetical by claimant file contains the following documents:</p> <ul style="list-style-type: none"> <li>A. Injury/Illness report</li> <li>B. First report of Injury</li> <li>C. Medical records</li> <li>D. Correspondence</li> <li>E. Notes to file</li> <li>F. Workers' Compensation claim forms, issues, etc.</li> </ul> | Retain until either settled, or closed; then transfer to State Records Center for five (5) years, then destroy. |

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|-----------------|---|---|
| 37.             | <p><b><u>Press Releases</u></b><br/>Press releases are sent electronically to local media outlets, trade publications, and Maryland Port Administration, Maryland Department of Transportation and Maryland Port Commission personnel.</p>  | Permanent. Retain two (2) years, then transfer to State Archives. |
| 38.             | <p><b><u>Daily News Clips</u></b><br/>News clips on the Port of Baltimore and other maritime related news that is obtained from various sources (Baltimore Sun, Baltimore Examiner, MD Daily Record, Washington Post, Baltimore Business Journal, and Journal of Commerce) strictly for information purposes. Information is sent to MPA, MDOT, and MPC personnel.</p>  | Retain two (2) years, then destroy.                               |
| 39.             | <p><b><u>Media Log</u></b><br/>Daily report on any media related calls that come into the Port of Baltimore that is sent to MPA, MDOT, and MPC personnel – the information is then used in a report that encompasses all modes and sent to the Governor’s Office.</p>   | Retain two (2) years, then destroy.                               |
| 40.             | <p><b><u>Ad Files</u></b><br/>Full information on print, broadcast, web, and any other form of advertising for both cargo and cruise. Each file contains insertion orders/contracts which document the purchase of the ad, a full copy of the requisition and purchase order, all information pertinent to the creation and submission of the ad, a copy of the final ad (in-house format and/or tear sheet and/or copy of publication), and a copy of the receiver and invoice sent to Accounting for payment.</p> | Retain three (3) years, then destroy.                             |

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|-----------------|---|---|
| 41.             | <p><b><u>Dredging Permits</u></b><br/>Water Quality Certification, Non Title Permit, 404 Permit, applications for Placement of Dredged Material, Discharge Permits.</p>   | Permanent. Retain for three (3) years in office, then transfer to State Archives. |
| 42.             | <p><b><u>Harbor Development Electronic Files (shared directory)</u></b><br/>These files consist of:<br/>A. Photos - Aerials of project sites or outreach activities.<br/>B. Presentations - Dredged Material Management Committees, project updates, legislative tour, or community groups.<br/>C. Education/Dredging Outreach - Documents related to community outreach connected to the dredging program, outreach activities related to stakeholders such as living Classrooms and the Aquarium.<br/>D. Fact sheets - Current information regarding development of Dredged Material Container Facilities locations.<br/>E. Governor's Reports - Monthly report provided to the Governor's office on milestones achieved by Harbor Development.<br/>F. Air Emissions Study - Study of Air Emission Credits<br/>G. Dredged Material Management Program – Multi-layered program with several committee levels and ongoing communications with various agencies, companies, and citizens.<br/>H. Water Resources Development Act – Communications with state, federal agencies and legislative documents regarding policy.</p> | Permanent. Retain (3) years then transfer to Sate Archives.                       |
| 43.             | <p><b><u>Harbor Development's CD Library</u></b><br/>This library is CD's for all Harbor Development's projects. These cd's contain specifications, feasibility studies, final reports referencing Harbor Development's projects, Poplar Island, Hart Miller Island, Masonville, Cox Creek, etc. and NOAA charts.</p>   | Permanent. Retain (3) three years then transfer to State Archives.                |