

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

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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 General Ledgers Audit Reports</p> | <p>Permanent. Retain for three (3) years and until all audit requirements have been fulfilled, then transfer to State Archives</p> |

Schedule Approved by Department, Agency, or Division Representative.
Date 01/22/2014

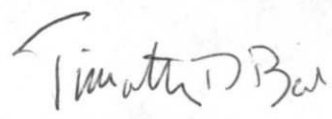
Signature 

Typed Name Angela Zerzeles

Title Agency Records Officer

Schedule Authorized by State Archivist

Date 3-7-14

Signature 

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| B. | <u>General Accounting Records</u> Memorandum of Adjustments Distribution of Charges Transmittals Certificate of Deposit and Bank Deposit Slips Monthly Report of State Funds Collected and Deposited 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> Requisition for Supplies (also Agency Inter-Office Requisitions) Purchase Order Out of Schedule Requisition for Supplies Stores Requisition Actual Emergency and Repairs Report Report of Partial Delivery Credit Memorandum Direct Bid Proposals 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> Budget Schedule Amendment Report of Materials and Supplies Budget Estimates Request for Position Action 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> Payroll exceptions Time Report Payroll Warrants Payroll Transmittals 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>Billing</u> Vessel Envelope File – Envelopes for each vessel that has docked at DMT, Seagirt, Fairfield, North & South Locust Point (5) Public Terminals. Contents include invoices, equipment operating reports, crane logs, vessel information sheets, dockage and wharfage reports, fresh water invoices and manifest/summaries of cargo. | Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. |
| H. | <u>Miscellaneous Billing</u> Crane – Offload, Big Red Overflow – Notification invoices of extra land usage Rail Cars – Monthly count reports/invoices BGE – Re-bill invoices WWL Audits – Monthly overview with manifest | Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. |
| I. | <u>Other Miscellaneous Billing</u> Crane Logs – Usage Reports Warfarge – Monthly Warfarge resumes, vessel recap of cargo Operations monthly docking reports | Screen annually and destroy records with no administrative value. |

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J.

Miscellaneous Accounting Records
Paid Bonds and Coupons
Paid Bills and Invoices
Receipt Copies and Stubs
Bank Books, Statements, and Deposit Receipts
Cancelled Checks, Check Copies and Check Stubs
Reconciliation and Trial Balance Sheets
Budget Papers and Work Sheets
Requisitions and Purchase Orders
Delivery Orders and Receipts
Receiving Reports
Daily and Monthly time Sheets
Gas Withdrawal Tickets and Mileage Reports
Stock Record Card
Expense Reports
Cruise Stubs and Stub Information Binder

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

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

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| D. | <p><u>Board of Public Works (BPW) Records</u> Contains final BPW approvals of MPA provided info or requests to BPW that are not included in the contact-specific files.</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> |
| E. | <p><u>Inventories of fixed assets</u></p> | <p>Retain for three (3) years after assets have been destroyed and all audits have been fulfilled then destroy.</p> |
| F. | <p><u>Records of office equipment other than Rentals</u> This includes office furniture, computer equipment and telecommunications.</p> | <p>Retain until audit requirements have been fulfilled then destroy.</p> |
| G. | <p><u>Procurement Review Group Meetings</u></p> | <p>Retain for three (3) years and until administrative value ceases, then destroy.</p> |
| H. | <p><u>National Institute of Governmental Purchasing (NIGP) Licenses and Memberships</u> Records relating to NIGP commodity code license, agency and individual memberships.</p> | <p>Retain until supersede and administrative value ceases, then destroy.</p> |

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| 3. | <u>Maryland Port Commission (MPC) records:</u> | |
| A. | <ul style="list-style-type: none"> • Meeting Agendas and Minutes | Permanent. Retain two (2) years, then transfer to MD State Archives. |
| B. | <ul style="list-style-type: none"> • 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..) | Non-permanent. Screen annually and destroy records with no further administrative value. |
| C. | <ul style="list-style-type: none"> • Calendars (other than calendars or schedules kept as part of other files) | Retain until administrative value ceases, then destroy. |
| 4. | <u>Planning file:</u> | |
| A. | <ul style="list-style-type: none"> • 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. | Permanent. Retain three (3) years then transfer to State Archives. |
| B. | <ul style="list-style-type: none"> • Unsuccessful bidder in each calendar year. | Retain three (3) years and then destroy. |
| 5. | <p><u>Job Files</u> Pre-bid information, job correspondence; shop drawings; pay estimates; change orders to contracts; design information; and other related information.</p> | Retain in Office three (3) years after job is fulfilled, then transfer to records storage for eleven (11) years, then destroy. |

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| <p>6.</p> <p>A.</p> | <p><u>Harbor Development Permits & Licensing Records</u> These files include:</p> <ul style="list-style-type: none"> • 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, and fee collected. • Public Notices of the US Army Corps of Engineers, Drawings • Letter granting permission to perform construction. • Permits Granted by US Army Corps of Engineers to MPA, MPA applications, drawings & supporting documents Permits. • Wetland Licenses, Transportation Professional Services Selection Board (TPSSB). • Water Quality Certification • Non Title Permit • 404 Permit | <p>Permanent. Retain in office for one (1) year after permit ceases or new permit supersedes, and then transfer to State Archives.</p> |

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| B. | <p><u>Dredging Placement Application Permits</u> Dredging Placement Permits</p> | <p>Permanent. Retain for three (3) years in office, then transfer to State Archives.</p> |
| C. | <p><u>Harbor Development Subject Files</u> These files consist of:</p> <ol style="list-style-type: none"> 1. • Photos - Aerials of project sites or outreach activities. 2. • Presentations - Dredged Material Management Committees, project updates, legislative tour, or community groups. 3. • 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. 4. • Fact sheets - Current information regarding development of Dredged Material Container Facilities locations. 5. • Dredged Material Management Program – Multi-layered program with several committee levels and ongoing communications with various agencies, companies, and citizens. 6. • General Correspondence – Files include letters, emails, and memos that regards to a particular matter. | <p>Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p> <p><i>Any aerial photos, retain for three (3) years, then transfer to State Archives.</i></p> |
| D. | <p><u>Harbor Development's Projects</u> These files are for all Harbor Development's projects. They contain specifications, feasibility studies, final reports referencing Harbor Development's projects, Poplar Island, Hart Miller Island, Masonville, Cox Creek, Air Emissions Study.</p> | <p>Permanent. Retain for three (3) years then transfer to State Archives.</p> |

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| 7. | <u>Human Resources & Personnel Records</u> | |
| A. | <ul style="list-style-type: none"> • Policies, Regulations, Procedures, and Guidelines Transportation service Human Resources system policies, regulations, procedures, and guidelines. | Permanent. Retain for (3) years, then transfer to State Archives. |
| B. | <ul style="list-style-type: none"> • Legislation 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. | Retain for four (4) years, then destroy. |
| 8. | <u>Employment</u> | |
| A. | <ul style="list-style-type: none"> • Resumes Copies of resumes received from individuals, elected officials, etc (unsolicited). | Retain for three (3) years, then destroy. |
| B. | <ul style="list-style-type: none"> • Recruitment Files These files include all documentation relating to a recruitment: resumes, job announcements, list of eligible's, selection plans, interview summary forms, hiring freeze exemption requests, etc.. | Retain for three (3) years after an action is recorded, then destroy. |

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| 9. | <u>Employee Personnel Records</u> | |
| A. | <ul style="list-style-type: none"> • Active | Retain during employment, transfer to inactive file upon termination of employment. |
| | Individual folders are maintained for each MPA employee, and contain personnel, payroll, leave, and retirement documents, forms, related correspondence, medical and training records. | |
| B. | <ul style="list-style-type: none"> • Inactive | Retain for ten (10) years, then destroy. |
| | Individual folders no longer needed as their administrative value has ceased. | |
| 10. | <u>Employer/Employee Relations</u> | |
| A. | <ul style="list-style-type: none"> • Disciplinary Action Records | Retain for eight (8) years after resolution, then destroy. |
| B. | <ul style="list-style-type: none"> • Investigative Files | Retain for eight (8) years after completion of investigation, then destroy. |
| | If no action was taken. If action was taken, the file then falls under "disciplinary action records" and is no longer an "investigative file." | |
| C. | <ul style="list-style-type: none"> • Grievance Filing/Appeals | Retain for eight (8) years after resolution, then destroy. |
| | Petitions, decisions, and correspondence relating to grievances filed by MPA employees. | |
| D. | <ul style="list-style-type: none"> • Labor Management Committee (LMC) records: | Retain for eight (8) years, then transfer to State Archives. |
| | Includes minutes and agendas | |
| 11. | <u>Employee Assistance Files</u> | |
| | Requests for employee assistance, reports, records, and correspondence related to employee requests for personal assistance from the Employee Assistance Counselor. | Retain for three (3) years after termination of employment, then destroy. |
| 12. | <u>Innovative Ideas Awards Files</u> | |
| | Contains completed Innovative Idea Award forms submitted by employees along with related correspondence to MDOT | Retain for twenty-five (25) years, then destroy. |

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| 13. | <p><u>Medical Standards</u> 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 superseded and administrative value ceases, then destroy. |
| 14. | <p><u>Subject Files</u> 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> These files contain information on the annual notification and certification process.</p> | Retain for five (5) years, then destroy. |
| 16. | <p><u>Safety Sensitive Position Files</u> These files contain information on the determination of safety sensitive or non-safety sensitive status positions.</p> | Retain for five (5) years, then destroy. |
| 17. | <p><u>Bargaining Unit Determination Files</u> These files contain information on the determination of bargaining unit status of positions.</p> | Retain for five (5) years, then destroy. |
| 18. | <p><u>Executive Service Determination Files</u> These files contain information on the determination of whether a position should be classified as Executive Service or Transportation Service.</p> | Retain for five (5) years, then destroy. |
| 19. | <p><u>Salary Surveys</u> These files contain information on salary surveys that the MPA participates in.</p> | Retain for five (5) years, then destroy. |

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| 20. | <p><u>Class Specifications</u> These files contain Transportation Service Human Resources class specifications.</p> | Retain until superseded, then destroy. |
| 21. | <p><u>Salary Schedules/Salary Plan</u> 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><u>Acting Capacity</u> These files contain acting capacities for MPA employees.</p> | Retain until superseded and administrative value ceases, then destroy. |
| 23. | <p><u>Environmental Management System</u></p> | |
| A. | <ul style="list-style-type: none"> • 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. | Retain for one (1) year after superseded, then destroy. |
| B. | <ul style="list-style-type: none"> • 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. | Retain for five (5) years, then destroy. |
| C. | <ul style="list-style-type: none"> • Meeting Minutes/Notes from Environmental Compliance Steering Committee, Core Team, and Implementation Teams. | Permanent. Retain for three (3) years, then transfer to State Archives. |
| D. | <ul style="list-style-type: none"> • Annual Progress Report: Published annual review of environmental activities for the prior calendar year. | Permanent. Retain for five (5) years, then transfer to State Archives. |

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| E. | Environmental Plans and Reports: Plans and reports associated with environmental activities that may be compliance-related or areas for improvement. | Permanent. Retain for five (5) years, then transfer to State Archives. |
| 24. | <u>General Correspondence</u> These files are typically letters, memos, emails or a particular matter | 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. |
| 25. | <u>MPA Lease Files</u> These files include World Trade Center "WTC" Commercial Leases, WTC Lease Floor Plans, and Maryland Port Administration Terminal Leases. | Retain lease agreements until termination. Then scan to Maryland State Archives standards and destroy paper. Retain images for five (5) years, the destroy |

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| 26. | <p><u>Titles and Bills of Sale Files</u> Copies of titles, bills of sale, deeds which Maryland Port Administration is a party.</p> | <p>Retain until property is sold, then screen annually and destroy any material when its administrative value has ceased.</p> <p>Upon expiration of policy, place in inactive file.</p> <p>Retain inactive file for three (3) years after expiration date or until all claims are made under the policies are concluded, whichever is later, then destroy.</p> |
| 27. | <p><u>Insurance Policy Files</u> 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> | |
| A. | Active | |
| B. | Inactive | |
| 28. | <p><u>Damage and Claim Files</u> 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> | <p>Retain files for four (4) years, then destroy, unless there is any action filed according to Courts and Judicial Proceedings §5-101, A civil action at law shall be filed within three years from the date it accrues unless another provision of the Code provides a different period of time within which an action shall be commenced.</p> |
| A. | <ul style="list-style-type: none"> • Injury and Damage Report | |
| B. | <ul style="list-style-type: none"> • Motor Vehicle Accident Report (MSP-1) | |
| C. | <ul style="list-style-type: none"> • Motor Vehicle Accident Report (FR-30) | |
| D. | <ul style="list-style-type: none"> • Accident Investigation Guide (FS-1) | |
| E. | <ul style="list-style-type: none"> • Crane Department Accident Report (123-10x) | |
| F. | <ul style="list-style-type: none"> • State Treasurer Accident report (ST-26) | |
| G. | <ul style="list-style-type: none"> • Fire and Related Incident Report (445-40) | |
| H. | <ul style="list-style-type: none"> • Correspondence concerning claims to and from Insurance carriers, agents, claimants and parties liable to Maryland Port Administration. | |
| I. | <ul style="list-style-type: none"> • Interoffice memoranda, photographs, diagrams. | |

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| 29. | <p><u>Terminals - Incident Report Files</u> 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"> A. • Interoffice memoranda B. • Photographs C. • Diagrams D. • Incident report (445-23) E. • Motor Vehicle Accident Report (MSP-1) F. • Motor Vehicle Accident Report (FR-30) G. • Fire and Related Incident Report (445-40). | Retain for four (4) years after administrative value has ceased, then destroy. |
| 30. | <p><u>Security</u> Security records are to follow 33 CFR 105.225 Facility recordkeeping requirements.</p> <p>A. Incidents and Breaches of Security: These files contain the location and description of incident or breach of security.</p> <p>B. Gate Passes: The information is pre-registered visitors in the system by authorized system users and date/time stamped as the individuals enter/exit the facility.</p> <p>C. Terminal Identification: Terminal Identification Applications and Test are electronically stored.</p> | <p>Retain for two (2) years, make available to the Coast Guard upon request, then destroy.</p> <p>Retain for two (2) years, then destroy.</p> <p><i>Scan paper according to Archives standards, and then destroy. Retain electronic copy for two (2) years, and then destroy.</i></p> |

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| 31. | <p><u>Hazardous Waste</u> 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> <p>A. • Hazardous Waste Manifests, B. • Biennial Reports, C. • Exception Reports.</p> | Retain manifests for three (3) years after receiving copy from designated facility, then destroy. Retain reports for three (3) years from due date, then destroy. In accordance with 49 CFR Regulations, Subpart D, 262.40, these records will not be destroyed during the course of any unresolved enforcement action regarding the regulated activity or as requested by the "Administrator." |
| 32. | <p><u>Occupational Safety and Health Administration (OSHA) Logs (OSHA Form 300):</u> Annual report of injuries/illnesses required by OSHA.</p> | Retain on site for five (5) years after calendar year covered, then destroy. |
| 33. | <p><u>MPA's Injury/Illness Reports (Form 301A):</u> 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><u>Hazmat Permits:</u> Permits issued for hazardous materials per Hazardous Material Regulation under COMAR.</p> | Retain on site for three (3) years, then destroy. |
| 35. | <p><u>Hazmat Permit Logs:</u> Compilation of hazmat permits issued, including date, brief description of hazmat, requestor's name.</p> | Retain for three (3) years, then destroy. |
| 36. | <p><u>Worker's Compensation Claim Files</u> This alphabetical by claimant file contains the following documents:</p> <p>A. • Injury/Illness report B. • First report of Injury C. • Medical records D. • Correspondence E. • Notes to file F. • Workers' Compensation claim forms, issues, etc.</p> | Retain until either settled, or closed; then transfer to State Records Center for five (5) years, then destroy. |

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|-----------------|---|---|
| 37. | <p><u>Press Releases</u> 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 for two (2) years, then transfer to State Archives. |
| 38. | <p><u>Daily News Clips</u> 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 for two (2) years, then destroy. |
| 39. | <p><u>Media Log</u> 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 for two (2) years, then destroy. |
| 40. | <p><u>Ad Files</u> 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 for three (3) years, then destroy. |

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

Schedule No. 2671

Page 19 of 19

Agency
MDOT/Maryland Port Administration

Division/Unit
All

| Item No. | Description | Retention |
|-----------|--|---|
| 44. A. | Office Services General Correspondence These files include emails to/from in regards to requesting of sign making, printing request, supply request, general inventory of office supplies for each department in regards to business related work. | Screen annually; destroy files no longer needed for business needs. Retain all other files until business needs are met, then destroy. |
| B. | Flash Drive Emails- These files are electronic emails to/from requesting of flash drives for business related work. | Retain for three (3) years, or until administrative value ceases, whichever comes later, then destroy. |
| C. | Log Sheet for Delivery of Mail These files contain original signatures for receiving packages and envelopes through UPS, Hand Delivery, and Fed-Ex. | Retain for three (3) years, or until administrative value ceases, whichever comes later, then destroy. |
| 45. | Payment in Lieu of Taxes – “PILOT” Agreements between MPA and local governments. | Retain for ten (10) years, then screen annually and destroy any material when its administrative value has ceased. |
| 46. | Record Retention Log – This log is for DMT storage unit it contains information on date/who/what department accesses the storage unit. | Retain for three (3) years, then destroy. |
| 47. | Cause for Applause – These are employees that have been nominated/winners for applause. | Screen Annually and destroy records with no further administrative value. |
| 48. | Leave Slips – Employees approved leave slips | Screen Annually and destroy records with no further administrative value. |
| 49. | Store Room Inventory Logs | <i>Scan paper according to Archive's standards. Retain Paper for two (2) Years, and then destroy. Retain electronic copy for seventy five (75) years, then screen annually and destroy any material that has no administrative value.</i> |

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| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | AGENCY RECORDS INVENTORY |
| 1. Department/Agency MDOT/Maryland Port Administration | 2. Division ALL | 3. Unit ALL |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | |
| 4. Record Series Title - Accounting - Billing | 5. Earliest Year/Latest Year 2009 to 2014 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Vessel Envelope File, Envelopes for each vessel that has docked at Dundalk, Seagirt, Fairfield, North & South Locust Point (5) Public Terminals. Contents include invoices, equipment operating reports, crane logs, vessel information sheets, dockage and wharfage reports, fresh water invoices and manifest/summaries of cargo. | | |
| 8. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> DAudio Tape <input type="checkbox"/> 0 Floppy Disk <input type="checkbox"/> 0 Bound Book <input type="checkbox"/> CI Video Tape | 9. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> 0 Numerical <input type="checkbox"/> 0 Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> 0 Other (specify) | 10. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> 0 Microfilm Reel(s) <input type="checkbox"/> 0 Computer Tape(s) Number <u>7</u> 11. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> 0 Computer Tape(s) <input type="checkbox"/> 0 Other (specify) Number <u>13</u> |
| 12. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> 0 Weekly <input type="checkbox"/> 0 Monthly <input type="checkbox"/> 0 Annually | 13. File Becomes Inactive After Number <u>5</u> Month(s) <input checked="" type="checkbox"/> Year(s) | |
| 14. Current Location(s) (Bldg., Floor, Room) BLDG | 15. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 16. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> 0 Yes <input checked="" type="checkbox"/> No | 17. Audit Requirements <input type="checkbox"/> 0 None <input type="checkbox"/> 0 State <input type="checkbox"/> 0 Federal <input checked="" type="checkbox"/> Independent | |
| 18. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> 0 Yes <input checked="" type="checkbox"/> No | 19. Recommended Retention - Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. | |
| 21. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | 22. Telephone Number 410-385-4434 | 23. Date 1/23/2014 |

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|--|--|--|---|---|--|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Accounting - Miscellaneous Billing | | | 5. Earliest Year/Latest Year 2009 to 2014 | | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Information on Crane- Offload, Big Red. Overflow - Notification invoices of extra land usage. Rail Cars-Monthly count reports/invoices. BGE-Re-bill invoices. WWL Audits - Monthly overview with manifest. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> D Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | | 8. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) | | 9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Expires Inactive After Number <u>5</u> Month(s) <input type="checkbox"/> Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) BLDG | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention - Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. | | |
| 20. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 21. Telephone Number 410-385-4434 | | 22. Date 1/23/2014 | |

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|---|--|--|---|--|--|
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| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Accounting - Other Miscellaneous Billing | | | | 5. Earliest Year/Latest Year 2012 to 2014 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Crane logs- usage reports. Wafarge - Monthly warfarge resumes, vessel recap of cargo. Operations monthly docking reports. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> DAudio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | | 8. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) | | 9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <u>6</u> 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>3</u> | |
| 11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. Files come in <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Year(s) Number _____ | | |
| 13. Current Location(s) (Bldg., Floor, Room) BLDG | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention - Screen annually and destroy records with no administrative value. | | |
| 20. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 21. Telephone Number 410-385-4434 | | 22. Date 1/23/2014 | |

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| 1. Department/Agency MDOT/Maryland Port Administration | 2. Division ALL | 3. Unit ALL |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | |
| 4. Record Series Title - Harbor Development Permits & Licensing Records | 5. Earliest Year/Latest Year 2012 to 2014 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Permits, MPA approvals/permits issued to others to perform modifications or construction in waters under PA supervision. Key data for MPA - issued permits including name of company, address, permit number, construction dates, and fee collected. Public Notices of the US Army Corps of Engineers, Drawings. Letter granting permission to perform construction. Permits Granted by US Army Corps of Engineers to MPA. MPA applications, drawings & supporting documents Permits. Wetland Licenses, Transportation Professional Services Selection Board (TPSSB). Water Quality Certification. Non Title Permit, and 404 Permits. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> DAudio Tape <input type="checkbox"/> 0 Floppy Disk <input type="checkbox"/> 0 Bound Book <input type="checkbox"/> CI Video Tape | 8. Record Series Order <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> 0 Numerical <input type="checkbox"/> 0 Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> 0 Other (specify) | 9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> 0 Microfilm Reel(s) <input type="checkbox"/> 0 Computer Tape(s) 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> 0 Computer Tape(s) <input type="checkbox"/> 0 Other (specify) |
| 11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> 0 Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> 0 Annually | 12. File Expires/Inactive After <input type="checkbox"/> Number <input checked="" type="checkbox"/> 1 Month(s) <input type="checkbox"/> x Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) BLDG | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> 0 Yes <input checked="" type="checkbox"/> x No | 16. Audit Requirements <input checked="" type="checkbox"/> x None <input type="checkbox"/> 0 State <input type="checkbox"/> 0 Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> 0 Yes <input checked="" type="checkbox"/> x No | 18. Recommended Retention - Permanent. Retain in office for one (1) year after permit ceases or new permit supersedes, and then transfer to State Archives. | |
| 20. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | 21. Telephone Number 410-385-4434 | 22. Date 1/23/2014 |

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| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Harbor Development Permits & Licensing Records - B. Dredging Placement Application Permits | | | | 5. Earliest Year/Latest Year 2011 to 2014 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Dredging Placement Permits | | | | | |
| 7. Record Series Format(s) List all x Letter Size I] Microfilm 0 Legal Size LI Computer Tape DAudio Tape 0 Floppy Disk 0 Bound Book CI Video Tape | | 8. Record Series x Alphabetical 0 Numerical 0 Chronological LI Geographical 0 Other (specify) | | 9. Volume x File Drawer(s) 0 Microfilm Reel(s) Number 0 Computer Tape(s) | |
| | | | | 10. Audit Accumulation x File Drawer(s) LI Microfilm Reel(s) Number 0 Computer Tape(s) 0 Other (specify) | |
| 11. File is Used Daily 0 Weekly Monthly x Annually | | | 12. File Expires/Retrieval After Number 3 Month(s) x Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) BLDG | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 0 Yes x No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) 0 Yes x No | | | 16. Audit Requirements x None 0 State 0 Federal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements 0 Yes x No | | | 18. Recommended Retention - Permanent. Retain for three (3) years in office, then transfer to State Archives. | | |
| 20. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 21. Telephone Number 410-385-4434 | | 22. Date 1/23/2014 | |

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| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Harbor Development Permits & Licensing Records - C. Harbor Development Subject Files | | | | 5. Earliest Year/Latest Year 2009 to 2014 | |
| Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <ul style="list-style-type: none"> • Photos - Aerials of project sites or outreach activities. • Presentations - Dredged Material Management Committees, project updates, legislative tour, or community groups. • 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. • Fact sheets - Current information regarding development of Dredged Material Container Facilities locations. • Dredged Material Management Program - Multi-layered program with several committee levels and ongoing communications with various agencies, companies, and citizens. • General Correspondence - Files include letters, emails, and memos that regards to a particular matter. | | | | | |
| 6. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> D Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | | 7. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) | | 8. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 9. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) | |
| 10. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually | | | 11. File becomes inactive after Number _____ ¹ Month(s) <input checked="" type="checkbox"/> Year(s) | | |
| 12. Current Location(s) (Bldg., Floor, Room) BLDG | | | 13. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 14. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 15. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 16. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | Recommended Retention - Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. <i>Retain day aerial photos for three (3) years, then transfer to State Archives.</i> | | |
| 17. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 18. Telephone Number 410-385-4434 | | 19. Date 1/23/2014 | |

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| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Harbor Development Permits & Licensing Records - D. Harbor Development's Projects | | | | 5. Earliest Year/Latest Year 2010 to 2014 | |
| 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 are for all Harbor Development's projects. They contain specifications, feasibility studies, final reports referencing Harbor Development's projects, Poplar Island, Hart Miller Island, Masonville, Cox Creek, Air Emissions Study | | | | | |
| 6. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> DAudio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | | 7. Record Series Structure <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) | | 8. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 24 Number | |
| | | | | 9. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 12 Number | |
| 10. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 11. File Expires/Retrieval Number <u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) | | |
| 12. Current Location(s) (Bldg., Floor, Room) BLDG | | | 13. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 14. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 15. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 16. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | Recommended Retention - Permanent. Retain (3) three years then transfer to State Archives. | | |
| 17. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 18. Telephone Number 410-385-4434 | | 19. Date 1/23/2014 | |

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|---|--|--|---|---|--|
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| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Employment - B. Recruitment Files | | | | 5. Earliest Year/Latest Year 2010 to 2014 | |
| 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 all documentation relating to a recruitment: resumes, job announcements, list of eligible's, selection plans, interview summary forms, hiring freeze exemption requests, etc.. | | | | | |
| 6. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> DAudio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | | 7. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) | | 8. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <u>2</u> | |
| | | | | 9. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>3</u> | |
| 10. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 11. File becomes inactive after Number <u>3</u> Month(s) <input checked="" type="checkbox"/> Year(s) | | |
| 12. Current Location(s) (Bldg., Floor, Room) BLDG | | | 13. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 14. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 15. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 16. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | Recommended Retention - Retain for three (3) years after an action is recorded, then destroy. | | |
| 17. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 18. Telephone Number 410-385-4434 | | 19. Date 1/23/2014 | |

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| 1. Department/Agency MDOT/Maryland Port Administration | 2. Division ALL | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | |
| 4. Record Series Title - Employer/Employee Relations A-D. | | 5. Earliest Year/Latest Year 2004 to 2014 | |
| Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <ul style="list-style-type: none"> • Disciplinary Action Records • Investigative Files If no action was taken. If action was taken, the file then falls under "disciplinary action records" and is no longer an "investigative file." • Grievance Filing/Appeals Petitions, decisions, and correspondence relating to grievances filed by MPA employees. • Labor Management Committee (LMC) records: Includes minutes and agendas | | | |
| 6. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> DAudio Tape <input type="checkbox"/> 0 Floppy Disk <input type="checkbox"/> 0 Bound Book <input type="checkbox"/> CI Video Tape | 7. Record Series Format <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> 0 Other (specify) | 8. Volumes <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> 0 Microfilm Reel(s) <input type="checkbox"/> 0 Computer Tape(s) Number <u>3</u> 9. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> 0 Computer Tape(s) <input type="checkbox"/> 0 Other (specify) Number <u>6</u> | |
| 10. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 11. File Expires Inactive After _____ ^R Month(s) x Year(s) Number | | |
| 12. Current Location(s) (Bldg., Floor, Room) BLDG | 13. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 14. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 15. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 16. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Recommended Retention A. Retain for eight (8) years after resolution, then destroy. B. Retain for eight (8) years after completion of investigation, then destroy. C. Retain for eight (8) years after resolution, then destroy. D. Retain for eight (8) years, then transfer to State Archives. | | |
| 17. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | 18. Telephone Number 410-385-4434 | 19. Date 1/23/2014 | |

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|---|--|--|---|--|--|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - MPA Lease Files | | | 5. Earliest Year/Latest Year 2000 to 2014 | | |
| 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 World Trade Center "WTC" Commercial Leases, WTC Lease Floor Plans, and Maryland Port Administration Terminal Leases. | | | | | |
| 6. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> DAudio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape <input checked="" type="checkbox"/> Electronic Database | | 7. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) _____ | | 8. Volume File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Electronically Stored 9. Annual Accumulation File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Retain electronically | |
| 10. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 11. File becomes inactive/after Number _____ ⁵ Month(s) <input checked="" type="checkbox"/> Year(s) | | |
| 12. Current Location(s) (Bldg., Floor, Room) BLDG, Electronic Format | | | 13. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 14. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 15. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 16. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | Recommended Retention Retain lease agreements until termination. Then scan to Maryland State Archives standards and destroy paper. Retain images 5 years, then destroy | | |
| 17. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 18. Telephone Number 410-385-4434 | | 19. Date 1/23/2014 | |

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|--|--|---|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | AGENCY RECORDS INVENTORY |
| 1. Department/Agency MDOT/Maryland Port Administration | 2. Division ALL | 3. Unit ALL |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | |
| 4. Record Series Title - Security - Incidents and Breaches of Security | 5. Earliest Year/Latest Year 2009 to 2011 | |
| 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 contain the location and description of incident or breach of security. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | 8. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) | 9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <u>2</u> 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>2</u> |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Expires/Indefinite Number <u>2</u> Month(s) <input checked="" type="checkbox"/> Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) BLDG | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 33 CFR 105.225 Facility recordkeeping requirements. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention - Retain for two (2) years, make available to the Coast Guard upon request, then destroy. | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | 20. Telephone Number 410-385-4434 | 21. Date 1/23/2014 |

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|---|--|--|---|---|--|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Security - Gate Passes | | | | 5. Earliest Year/Latest Year 2010 to 2014 | |
| 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 information is pre-registered visitors in the system by authorized system users an date/time stamped as the individuals enter/exit the facility. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> LI Computer Tape <input type="checkbox"/> DAudio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | | 8. Record Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) | | 9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <u>15</u> 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>30</u> | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Expires Inactive After Number <u>2</u> Month(s) <input checked="" type="checkbox"/> Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) BLDG | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention - Retain for two (2) years, then destroy. | | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 20. Telephone Number 410-385-4434 | | 21. Date 1/23/2014 | |

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|---|--|--|--|--|--|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Security - Terminal Identification | | | | 5. Earliest Year/Latest Year 2012 to 2014 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Terminal Identification Applications and Test are electronically stored. | | | | | |
| 7. Record Series Format(s) List all x Letter Size I] Microfilm 0 Legal Size x Computer Tape/ Electronic Database DAudio Tape 0 Floppy Disk 0 Bound Book CI Video Tape | | 8. Record Sequence x Alphabetical 0 Numerical 0 Chronological LI Geographical 0 Other (specify) | | 9. Volume x File Drawer(s) 2 0 Microfilm Reel(s) Number 0 Computer Tape(s) | |
| | | | | 10. Audit Accumulation x File Drawer(s) 2 LI Microfilm Reel(s) Number 0 Computer Tape(s) 0 Other (specify) | |
| 11. File is Used x Daily 0 Weekly 0 Monthly 0 Annually | | | 12. Records Inactive After Number 2 Month(s) x Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) Room, Electronic Database | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 0 Yes x No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. Yes xNo | | | 16. Audit Requirements x None 0 State Federal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements 0 Yes x No | | | 18. Recommended Retention - <i>Scan paper according to Archives' standards, and then destroy. Retain electronic copy for two (2) years, and then destroy.</i> | | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 20. Telephone Number 410-385-4434 | | 21. Date 1/23/2014 | |

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|--|--|---|---|--|--|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Office Services - General Correspondence | | | | 5. Earliest Year/Latest Year 2012 to 2014 | |
| 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 emails to/from in regards to requesting of sign making, printing request, supply request, general inventory of office supplies for each department in regards to business related work. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape/ Electronic Database <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape | | 8. Record Series Arrangement <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) | | 9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File becomes inactive after Number _____ ¹ Month(s) <input checked="" type="checkbox"/> Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) Room | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention - Screen annually, destroy files no longer needed for business needs. Retain all other files until business needs are met, then destroy. | | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 20. Telephone Number 410-385-4434 | | 21. Date 1/23/2014 | |

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|---|--|---|---|--|--|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Office Services - Flash Drive Emails | | | | 5. Earliest Year/Latest Year 2010 to 2014 | |
| 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 are electronic emails to/from requesting of flash drives for business related work. | | | | | |
| 7. Record Series Format(s) List all Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape/ email directory DAudio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | | 8. Record Series Format <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> LI Geographical <input type="checkbox"/> Other (specify) | | 9. Volume File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number <input type="checkbox"/> 3 Computer Tape(s) email directory | |
| | | | | 10. Audit Accumulation File Drawer(s) <input type="checkbox"/> LI Microfilm Reel(s) Number <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) electronic file | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After Number <input type="checkbox"/> 3 Month(s) <input checked="" type="checkbox"/> Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) Room | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State Federal Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention - Retain for three (3) years, or until administrative value ceases, whichever comes later, then destroy. | | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 20. Telephone Number 410-385-4434 | | 21. Date 1/23/2014 | |

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|---|---|---|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | AGENCY RECORDS INVENTORY |
| 1. Department/Agency MDOT/Maryland Port Administration | 2. Division ALL | 3. Unit ALL |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | |
| 4. Record Series Title - Office Services - Log Sheet for Delivery of Mail | 5. Earliest Year/Latest Year 2010 to 2014 | |
| 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 contain original signatures for receiving packages and envelopes through UPS, Hand Delivery, and Fed-Ex. | | |
| 7. Record Series Format(s) List all Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape/ <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | 8. Record Series <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Date | 9. Volume 2 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number Computer Tape(s) email directory <hr/> 10. Annual Accumulation 2 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number Computer Tape(s) Other (specify) |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Expires/Retires After Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Room | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention - Retain for three (3) years, or until administrative value ceases, whichever comes later, then destroy. | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | 20. Telephone Number 410-385-4434 | 21. Date 1/23/2014 |

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|--|---|---|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | AGENCY RECORDS INVENTORY |
| 1. Department/Agency MDOT/Maryland Port Administration | 2. Division ALL | 3. Unit ALL |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | |
| 4. Record Series Title - Payment in Lieu of Taxes (PILOT) | 5. Earliest Year/Latest Year 2000 to 2014 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Agreements between MPA and local governments. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape/ <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape | 8. Record Series Organization <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) | 9. Volume 1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) email directory 10. Annual Accumulation 1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) Other (specify) |
| 11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually | 12. Files are Reviewed After Number _____ ¹⁰ Month(s) <input checked="" type="checkbox"/> Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Room | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention - Retain for ten (ten) years, then screen annually and destroy any material when its administrative value has ceased. | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | 20. Telephone Number 410-385-4434 | 21. Date 1/23/2014 |

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|--|--|--|---|---|--|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Record Retention Log | | | | 5. Earliest Year/Latest Year 2013 to 2014 | |
| 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 log is for DMT storage unit it contains information on date/who/what department accesses the storage unit. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape/ <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape | | 8. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____ | | 9. Volume <input type="checkbox"/> File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) email directory 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) Other (specify) _____ | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. Frequency Number _____ ³ Month(s) x Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) Room | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention - Retain for three (3) years, then destroy. | | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 20. Telephone Number 410-385-4434 | | 21. Date 1/23/2014 | |

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|--|--|--|---|--|--|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Cause for Applause | | | | 5. Earliest Year/Latest Year 2013 to 2014 | |
| 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 are employees that have been nominated/winners for applause. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape/ <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape | | 8. Record Series <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____ | | 9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) email directory 10. Audit Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) Other (specify) _____ | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File becomes inactive after Number _____ ¹ Month(s) <input checked="" type="checkbox"/> Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) Room | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention - Screen Annually and destroy records with no further administrative value. | | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 20. Telephone Number 410-385-4434 | | 21. Date 1/23/2014 | |

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|--|---|---|
| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | AGENCY RECORDS INVENTORY |
| 1. Department/Agency MDOT/Maryland Port Administration | 2. Division ALL | 3. Unit ALL |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | |
| 4. Record Series Title - Leave Slips | | 5. Earliest Year/Latest Year 2013 to 2014 |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Employees approved leave slips. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape/ <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape | 8. Record Series Format <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) | 9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) email directory 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) Other (specify) |
| 11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Expires/Inactive After Number _____ ¹ Month(s) <input checked="" type="checkbox"/> Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Room | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention - Screen Annually and destroy records with no further administrative value. | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | 20. Telephone Number 410-385-4434 | 21. Date 1/23/2014 |

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| Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 | | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency MDOT/Maryland Port Administration | | 2. Division ALL | | 3. Unit ALL | |
| DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition | | | | | |
| 4. Record Series Title - Store Room Inventory Logs | | | | 5. Earliest Year/Latest Year 2000 to 2014 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Employees approved leave slips. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape/ Electronic Database <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> CI Video Tape | | 8. Record Series Order <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) | | 9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) email directory 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) Number _____ Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronic Database | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Expires/Retrieval After Number _____ ⁷⁵ Month(s) <input type="checkbox"/> Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) Room | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) requirements. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention - <i>Scan Paper according to Archives Standards. Retain paper for two (2) years, and then destroy. Retain electronic copy for seventy five (75) years, then screen annually and destroy any material that has no administrative value.</i> | | |
| 19. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer | | 20. Telephone Number 410-385-4434 | | 21. Date 1/23/2014 | |