Schedule No. 2671
Page 1 of 19

Agency MDOT/Maryland Port Administration Division/Unit

AII

Item Retention Description No. 1. Accounting Records 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. 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. Permanent. Retain for three (3) Special Accounting Records A. years and until all audit **Books of Final Entry** requirements have been General Ledgers fulfilled, then transfer to State **Audit Reports** Archives Schedule Approved by Department, Agency, Schedule Authorized by State Archivist or Division Representative. Date 01/22/2014 Date Timoth Ber Signature Typed Name Angela Zerzeles Signature

DGS 550-1

Agency Records Officer

Schedule No. 2671

Page 2 of /9

Division/Unit

Agency
MDOT/Maryland Port Administration

Item No.	Description	Retention
В.	General Accounting Records 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.	Purchasing Records 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.	Budget and Fiscal Planning Records 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.

Schedule No. 2671

Page 3 of /9

Division/Unit Agency All

MDOT/Maryland Port Administration

tem No.	Description	Retention
E.	Payroll Accounting Records 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.	Payroll and check Register	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
G.	Billing 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.
Н.	Miscellaneous Billing 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.	Other Miscellaneous Billing Crane Logs – Usage Reports Warfarge – Monthly Warfage resumes, vessel recap of cargo Operations monthly docking reports	Screen annually and destroy records with no administrative value.

Schedule No. 2671

Page 4 of /9

Agency

Division/Unit

Item No.	Description	Retention
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.

Schedule No. 2671

Page 5 of 19

Item No.	Description	Retention
2.	Contract and Procurement Records	
Α.	Contracts 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 Bid and proposal bonds Performance and payment bonds	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.
	Low bidder contracts Mockup copies of contracts	Retain for three (3) years and until administrative value ceases, then destroy.
В.	Records of Socioeconomic Programs 1. Minority Business Enterprise Program records (other than contract-specific or procurement-specific records)	Retain for three (3) years, and until administrative value ceases, then destroy.
	 2. Small Business Enterprise Program records (Reserve and Preference) Contract-specific or procurement-specific records, Reports filed with MDOT, Governor's Office of Minority Affairs or other agencies 	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.	Grants Applications, approvals, final grant documents.	Retain for three (3) years after grant expiration, then destroy.

Schedule No. 2671

Page 6 of 19

Agency

MDOT/Maryland Port Administration

Division/Unit

All

new

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

Schedule No. 2671

Page 7 of 19

Agency
MDOT/Maryland Port Administration

Division/Unit

Item No.	Description	Retention
3.	Maryland Port Commission (MPC) records:	
A.	Meeting Agendas and Minutes	Permanent. Retain two (2) years, then transfer to MD State Archives.
В.	 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) Calendars (other than calendars or schedules kept as part of other files) 	Non-permanent. Screen annually and destroy records with no further administrative value. Retain until administrative value ceases, then destroy.
4.	Planning file:	
A.	 Subject file containing folders for projects, outside organizations, geographical areas and topics of interest related to the functions of this office. Maintained here are surveys, reports, project proposals, correspondence, photographs, blueprints, maps, that possess enduring administrative, reference and planning values. 	Permanent. Retain three (3) years then transfer to State Archives.
B. 5.	Unsuccessful bidder in each calendar year.	Retain three (3) years and then destroy.
	Job Files Pre-bid information, job correspondence; shop drawings; pay estimates; change orders to contracts; design information; and other related information.	Retain in Office three (3) years after job is fulfilled, then transfer to records storage for eleven (11) years, then destroy.

Schedule No. 2671

Page 8 of /9

ltem No.	Description	Retention
6.	Harbor Development Permits & Licensing Records These files include:	44
A.	 Permits MPA approvals/permits issued to others to perform modifications or construction in waters under MPA supervision. Key data for MPA – issued permits including name of company, address, permit number, construction dates, 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). 	Permanent. Retain in office for one (1) year after permit ceases or new permit supersedes, and then transfer to State Archives.
	Water Quality Certification	
	Non Title Permit	
	• 404 Permit	

Schedule No. 2671

Page 9 of 19

Dredging Placement Application Permits	
Dredging Placement Permits	Permanent. Retain for three (3) years in office, then
Harbor Development Subject Files These files consist of:	transfer to State Archives.
Photos - Aerials of project sites or outreach activities.	Screen annually and destroy
 Presentations - Dredged Material Management Committees, 	material that is no longer needed for current business
 Education/Dredging Outreach - Documents related to community outreach connected to the dredging program, outreach activities related to stakeholders such as living 	with the following exception: Transfer to the Maryland State Archive for permanent retention any material that
 Fact sheets - Current information regarding development of 	serves to document the origin, development, and
Dredged Material Management Program – Multi-layered program with several committee levels and ongoing	accomplishments of the office and has continuing administrative, fiscal, legal,
 citizens. General Correspondence – Files include letters, emails, and memos that regards to a particular matter. 	or historical value. Any acrial photos, act all for three (3) years, then transfer to state Archive
Harbor Development's Projects 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.	Permanent. Retain for three (3) years then transfer to State Archives.
	 Dredging Placement Permits Harbor Development Subject Files These files consist of: 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. Harbor Development's Projects 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,

Schedule No. 2671

Page 10 of 19

Item No.	Description	Retention
7.	Human Resources & Personnel Records	
A.	 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.
В.	 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.	Employment	
Α.	Resumes Copies of resumes received from individuals, elected officials, etc (unsolicited).	Retain for three (3) years, then destroy.
В.	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.

Schedule No. 2671

Page 11 of /9

Agency

MDOT/Maryland Port Administration

Division/Unit

Item No.	Description	Retention
9.	Employee Personnel Records	
A.	 Active Individual folders are maintained for each MPA employee, and contain personnel, payroll, leave, and retirement documents, forms, related correspondence, medical and training records. 	Retain during employment, transfer to inactive file upon termination of employment.
В.	Inactive Individual folders no longer needed as their administrative value has ceased.	Retain for ten (10) years, then destroy.
10.	E-malevan/E-malevan Beletians	
Α.	 Employer/Employee Relations Disciplinary Action Records 	Retain for eight (8) years after resolution, then destroy.
В.	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."	Retain for eight (8) years after completion of investigation, then destroy.
C.	Grievance Filing/Appeals Petitions, decisions, and correspondence relating to grievances filed by MPA employees.	Retain for eight (8) years after resolution, then destroy.
D.	Labor Management Committee (LMC) records: Includes minutes and agendas	Retain for eight (8) years, then transfer to State Archives.
11.	Employee Assistance Files 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.	Innovative Ideas Awards Files Contains completed Innovative Idea Award forms submitted by employees along with related correspondence to MDOT	Retain for twenty-five (25) years, then destroy.

Schedule No. 2671

Page 12 of 19

Division/Unit

All

Agency
MDOT/Maryland Port Administration

Item No.	Description	Retention
13.	Medical Standards 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.	Retain until superseded and administrative value ceases, then destroy.
14.	Subject Files These alphabetical by subject files contain correspondence and information about specific subjects and issues handled by the classification/compensation unit.	Retain for seven (7) years, then destroy.
15.	Emergency Essential Annual Certification Files These files contain information on the annual notification and certification process.	Retain for five (5) years, then destroy.
16.	Safety Sensitive Position Files These files contain information on the determination of safety sensitive or non-safety sensitive status positions.	Retain for five (5) years, then destroy.
17.	Bargaining Unit Determination Files These files contain information on the determination of bargaining unit status of positions.	Retain for five (5) years, then destroy.
18.	Executive Service Determination Files These files contain information on the determination of whether a position should be classified as Executive Service or Transportation Service.	Retain for five (5) years, then destroy.
19.	Salary Surveys These files contain information on salary surveys that the MPA participates in.	Retain for five (5) years, then destroy.

Schedule No. 2671

Page 13 of 19

Agency

MDOT/Maryland Port Administration

Division/Unit

Item No.	Description	Retention
20.	Class Specifications These files contain Transportation Service Human Resources class specifications.	Retain until superseded, then destroy.
21.	Salary Schedules/Salary Plan 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.	Retain until superseded, then destroy.
22. 23.	Acting Capacity These files contain acting capacities for MPA employees. Environmental Management System	Retain until superseded and administrative value ceases, then destroy.
Α.	 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.
В.	 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.	 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.	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.

Schedule No. 2671

Page 14 of 19

Division/Unit Agency MDOT/Maryland Port Administration

A11

Item No.	Description	Retention
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.	General Correspondence 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.	MPA Lease Files 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

Schedule No. 2671

Page 15 of 19

Item No.	Description	Retention
26.	Titles and Bills of Sale Files Copies of titles, bills of sale, deeds which Maryland Port Administration is a party.	Retain until property is sold, then screen annually and destroy any material when its administrative value has ceased.
27.	Insurance Policy Files 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.	
Α.	Active	Upon expiration of policy, place in inactive file.
В.	Inactive	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.
28.	Damage and Claim Files 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:	Retain files for four (4) years then destroy, unless there is any action filed according to Courts and Judicial
A. B. C. D. E. F. G. H.	 Injury and Damage Report Motor Vehicle Accident Report (MSP-1) Motor Vehicle Accident Report (FR-30) Accident Investigation Guide (FS-1) Crane Department Accident Report (123-10x) State Treasurer Accident report (ST-26) Fire and Related Incident Report (445-40) Correspondence concerning claims to and from Insurance carriers, agents, claimants and parties liable to Maryland Port Administration. Interoffice memoranda, photographs, diagrams. 	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.

Schedule No. 2671

Page 16 of 19

ltem No.	Description	Retention
29.	Terminals - Incident Report Files	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
27.	These files contain reports of all incidents involving property	Retain for four (4) years after
	damage and/or bodily injury which occur on Maryland Port	administrative value has
	administration property in which Maryland Port Administration	ceased, then destroy.
	does not appear to be directly involved. Maintained in this	100 100 100 100 100 100 100 100 100 100
	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:	
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)	0.00
G.	• Fire and Related Incident Report (445-40).	
	Security	
30.	Security records are to follow 33 CFR 105.225 Facility	
	recordkeeping requirements.	
	Incidents and Preschas of Security	
A.	Incidents and Breaches of Security: These files contain the location and description of incident or	Retain for two (2) years,
	breach of security.	make available to the Coast
	breach of security.	Guard upon request, then
	Gate Passes:	destroy.
B.	The information is pre-registered visitors in the system by	
	authorized system users and date/time stamped as the individuals	Retain for two (2) years, then
	enter/exit the facility.	destroy.
	Terminal Identification:	Scan paper a coording to
C.	Terminal Identification Applications and Test are electronically	Archive's standards, and
	stored.	Archive's standards, and then destroy. Retain
		electronic copy for two (
		Years, and then destroy
		/

Schedule No. 2671

Page 17 of 19

Agency

MDOT/Maryland Port Administration

Division/Unit

Item No.	Description	Retention
31. A.	Hazardous Waste 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. • Hazardous Waste Manifests,	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,
B. C.	Biennial Reports, Exception Reports.	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.	Occupational Safety and Health Administration (OSHA) Logs (OSHA Form 300): Annual report of injuries/illnesses required by OSHA.	Retain on site for five (5) years after calendar year covered, then destroy.
33.	MPA's Injury/Illness Reports (Form 301A): Injury/illness report for each work-related incident required by OSHA.	Retain on site for five (5) years after calendar year
34.	Hazmat Permits: Permits issued for hazardous materials per Hazardous Material Regulation under COMAR.	Retain on site for three (3) years, then destroy.
35.	Hazmat Permit Logs: Compilation of hazmat permits issued, including date, brief description of hazmat, requestor's name.	Retain for three (3) years, then destroy.
36.	Worker's Compensation Claim Files This alphabetical by claimant file contains the following	Retain until either settled, or closed; then transfer to State
A. B. C. D. E. F.	documents: Injury/Illness report First report of Injury Medical records Correspondence Notes to file	Records Center for five (5) years, then destroy.

Schedule No. 2671

Page 18 of 19

Item No.	Description	Permanent. Retain for two (2) years, then transfer to State Archives. Retain for two (2) years, then destroy.			
37.	Press Releases Press releases are sent electronically to local media outlets, trade publications, and Maryland Port Administration, Maryland Department of Transportation and Maryland Port Commission personnel.	years, then transfer to State			
38.	Daily News Clips 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.				
39.	Media Log 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.	Retain for two (2) years, then destroy.			
40.	Ad Files 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 (inhouse format and/or tear sheet and/or copy of publication), and a copy of the receiver and invoice sent to Accounting for payment.	Retain for three (3) years, then destroy.			

Schedule No. 2671

Page 19 of /9

tem lo.	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.
В.	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	Scan paper according to Archive's standards. Retain Paper for two Years, and then destr Retain electronic copy
		screen annually and de

Instructions —Type or Print a separate form for	DEPARTMENT OF G		AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAG 7275 Waterloo Ro		
with Records Retention Schedule (DGS 550-1)	Jessup, Man		,,,
Department/Agency MDOT/Maryland Port Administration	2. Division ALL		3. Unit ALL
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title - Accounting - Billing	 :ed records normally filed a	and used as a u	nit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2009 to 2014
			r function of the series.) Vessel Envelope File, Envelopes for each vessel that has dock ane logs, vessel information sheets, dockage and wharfage reports, fresh water invoic
Record Series Format(s) List all	9. RepodSaiesSaquene	1	10. Virre
	, , ,		x File Drawer(s)
			0 Microfilm Reel(s)
x Letter Size I] Microfilm	× Alphabetical		Number 0 ComputerTape(s)
0 Legal Size LI Computer Tape	0 Numerical		Humbel
DAudio Tape 0 Floppy Disk	0 Chronological		
0 Bound Book CI Video Tape	LI Geographical		11. Amal Accumulation x File Drawer(s)
	0 Other (specify)		13 LI Microfilm Reel(s)
			Number 0 Computer Tape(s)
			0 Other (specify)
File is Used Nonthly 0 Monthly 0 Annual 0 Monthly 0 Annual 0 Monthly 0 Monthl	sily	13. FleBearnesin	5. Month(s) x Year(s)
14. Current Location(s) (Bldg., Floor, Room) BLDG		15. Is Record S	eries Duplicated Elsewhere? (If yes, specify agency or office.) x No
16. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s)		17. Audit Requi	irements
0 Yes x No		0 None	0 State 0 Federal x Independent
Is an Index System used? If yes, explain briefly and describe requirements Ves x No		19. Recommend fulfilled, then destr	ded Retention – Retain for five (5) years and until all audit requirements have be roy.
21. Name and Title of Preparer – Angela Zerzeles/Agency Records Office	er 22. Telephone Nur	mber 410-385-4434	23. Date 1/23/2014

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY Instructions —Type or Print a separate form for RECORDS MANAGEMENT DIVISION each new or revised record series. Forward 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 2. Division Department/Agency MDOT/Maryland Port Administration 3. Unit 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 RendSieSnate Vime x File Drawer(s) 0 Microfilm Reel(s) x Letter Size I1 Microfilm x Alphabetical Computer Tape(s) 0 Legal Size LI Computer Tape 0 Numerical DAudio Tape 0 Floppy Disk 0 Chronological Arrual Accumulation 0 Bound Book CI Video Tape x File Drawer(s) LI Geographical 0 Other (specify) LI Microfilm Reel(s) 6 0 Computer Tape(s) Number 0 Other (specify) File is Used FleBecomes Inactive After Month(s) x Daily 0 Weekly 0 Monthly 0 Annually x Year(s) Number Current Location(s) (Bldg., Floor, Room) BLDG Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) Audit Requirements 0 Yes x No 0 None 0 State 0 Federal x Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention - Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer Telephone Number 410-385-4434 22. Date 1/23/2014

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency MDDT/Maryland Port Administration	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 2. Division ALL			AGENCY RECORDS INVENTORY 3. Unit ALL		
DEFINITION - RECORD SERIES: A group of related. 4. Record Series Title - Accounting - Other Miscellaneous Billing	18	5. Earliest Ye	erence as well as retention and disposition ear/Latest Year 2014			
 Record Series Description (Briefly describe the types of informatio vessel recap of cargo. Operations monthly docking reports. 	ny documents/rorms round in the series.	Include the purpose of	or runction of th	e series.) Crane logs- usage reports. Wafarge – Monthly warfage resumes,		
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	x Alphabetical Numerical Chronological LI Geographical O Other (specify)		9. Váme Number 10. Anul /	x File Drawer(s) 0 Microfilm Reel(s) 0 Computer Tape(s) Accumulation x File Drawer(s) LI Microfilm Reel(s) 0 Computer Tape(s)		
11. File is Used Daily 0 Weekly x Monthly 0 Annual	v	12. FleBeamesl	1,	0 Other (specify) Month(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room) BLDG 15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) 0 Yes x No 17. Is an Index System used? If yes, explain briefly and describe recommendation of the state of th		0 Yes 16. Audit Requ x None 18. Recommen	0 State	O Federal Independent - Screen annually and destroy records with no administrative value.		
 Name and Title of Preparer – Angela Zerzeles/Agency Records Office 	r 21. Telephone Num	nber 410-385-4434	22. Date 1,	/23/2014		

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	new or revised record series. Forward 7275 Waterloo Ro		AGENCY RECORDS INVENTORY
Department/Agency MDOT/Maryland Port Administration	2. Division ALL	7	3. Unit ALL
	n/documents/forms found in the series MPA – issued permits including name n. Permits Granted by US Army Corps	s. Include the purpose or function of company, address, permit r of Engineers to MPA. MPA app	rliest Year/Latest Year 2012 to 2014 on of the series.) Permits, MPA approvals/permits issued to others to perform number, construction dates, and fee collected. Public Notices of the US Army Corps
7. Record Series Format(s) List all	8. RendSeisSepere	9.	Vdune x File Drawer(s)
x Letter Size I] Microfilm 0 Legal Size LI Computer Tape DAudio Tape 0 Floppy Disk	x Alphabetical 0 Numerical 0 Chronological	Num	0 Microfilm Reel(s) 10 Computer Tape(s)
0 Bound Book CI Video Tape	LI Geographical O Other (specify)	10.	Artual Accumulation x File Drawer(s) LI Microfilm Reel(s) ober 0 Computer Tape(s)
11. File is Used Daily 0 Weekly x Monthly 0 Annual	y	12. FleBoomesIndikeAfle	0 Other (specify) T Month(s) x Year(s)
13. Current Location(s) (Bldg., Floor, Room) BLDG		14. Is Record Series D	puplicated Elsewhere? (If yes, specify agency or office.) x No
15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) 0 Yes x No		16. Audit Requiremen	
Is an Index System used? If yes, explain briefly and describe requirements Ves x No			tention – Permanent. Retain in office for one (1) year after permit ceases or and then transfer to State Archives.
20. Name and Title of Preparer – Angela Zerzeles/Agency Records Office	21. Telephone Nur	mber 410-385-4434 22.	Date 1/23/2014

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY Instructions —Type or Print a separate form for RECORDS MANAGEMENT DIVISION each new or revised record series. Forward 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 Department/Agency MDOT/Maryland Port Administration 2. Division 3. Unit 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 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 ReportSalesSaquerue Vdume x File Drawer(s) 0 Microfilm Reel(s) x Letter Size I] Microfilm x Alphabetical 0 Computer Tape(s) 0 Legal Size LI Computer Tape 0 Numerical DAudio Tape 0 Floppy Disk 0 Chronological Arrual Accumulation 0 Bound Book CI Video Tape x File Drawer(s) LI Geographical LI Microfilm Reel(s) 0 Other (specify) 0 Computer Tape(s) 0 Other (specify) File is Used ReBecomes Inactive Aller Month(s) Monthly x Annually x Year(s) Number Current Location(s) (Bldg., Floor, Room) BLDG 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 0 Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) Audit Requirements 16. 0 Yes x No x None 0 State 0 Federal Independent 18. Recommended Retention – Permanent. Retain for three (3) years in office, then transfer to State Archives. Is an Index System used? If yes, explain briefly and describe requirements x No Name and Title of Preparer - Angela Zerzeles/Agency Records Officer 21. Telephone Number 410-385-4434 22. Date 1/23/2014

ı	The same		
Instructions —Type or Print a separate form for		GENERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward		GEMENT DIVISION	
with Records Retention Schedule (DGS 550-1)		oad, P.O. Box 275	
The state of the s		ryland 20794	
Department/Agency MDOT/Maryland Port Administration	2. Division ALL		3. Unit ALL
DEFINITION - RECORD SERIES: A group of relative series Title - Harbor Development Permits & Licensing R			for reference as well as retention and disposition
Theodo Series The Third Series Third & Ecology N	ecolos e. Horoor bevelopment be	S. E.	
		-	2009 to 2014
Record Series Description (Briefly describe the types of inform Photos - Acrials of project sites or outreach activities.	nation/documents/forms found in the	series. Include the purpose or	function of the series.)
 Presentations - Dredged Material Management Committees, project upda Education/Dredging Outreach - Documents related to community outreach 	ch connected to the dredging program, outrea	ach activities related to stakeholders	such as living Classrooms and the Aquarium.
 Fact sheets - Current information regarding development of Dredged Material Management Program - Multi-layered program with se General Correspondence - Files include letters, emails, and memos that re 	everal committee levels and ongoing commu	unications with various agencies, con	npanies, and citizens.
General Correspondence - rices mende refers, emails, and memos dan r	ignus to a particular matter.		
6. Record Series Format(s) List all	7. RendSeisSegene	e 8.	Vine
			x File Drawer(s)
		9.71	0 Microfilm Reel(s)
x Letter Size I] Microfilm	x Alphabetical		0 Computer Tape(s)
0 Legal Size LI Computer Tape	0 Numerical	Nu	mber 0 Composer rapets)
DAudio Tape 0 Floppy Disk	0 Chronological	1.0	
0 Bound Book CI Video Tape	LI Geographical	9.	ATL# Accumulation x File Drawer(s)
o bound book — Ca Video Tape			
	0 Other (specify)		LI Microfilm Reel(s)
4.1		Nu	mber 0 Computer Tape(s)
	* 4		0 Other (specify)
10. File is Used		11. ReBecomes inadive A	No.
Daily 0 Weekly Monthly x Annual	٧	Number	Month(s) x Year(s)
12. Current Location(s) (Bldg., Floor, Room) BLDG		13. Is Record Series	Duplicated Elsewhere? (If yes, specify agency or office.)
		0 Yes	x No
14. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s)	370	15. Audit Requireme	ents
0 Yes x No		x None 0	State 0 Federal Independent
16. Is an Index System used? If yes, explain briefly and describe re	equirements	following exception: Transfer to	 Screen annually and destroy material that is no longer needed for current business with the the Maryland State Archive for permanent retention any material that serves to document the origin.
0 Yes x No		development, and accomplishment	nts of the office and has continuing administrative, fiscal, legal, or historical value. Retain 5 for three (3) years, then transfer to
		STATE ACCHIVES	
Name and Title of Preparer – Angela Zerzeles/Agency Records Office	r 19 Talanhana Ni	umber 410, 385, 4434	Date 1/23/2014
	18. Telephone Nu	umber 410-385-4434 19.	Date 1/23/2014
	7.		

DEPARTMENT OF GENERAL SERVICES **AGENCY RECORDS INVENTORY** Instructions - Type or Print a separate form for RECORDS MANAGEMENT DIVISION each new or revised record series. Forward 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 Department/Agency MDOT/Maryland Port Administration 2. Division 3. Unit 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 RenodSaieSan.erue x File Drawer(s) Microfilm Reel(s) x Letter Size I] Microfilm x Alphabetical 0 Computer Tape(s) Number 0 Legal Size LI Computer Tape 0 Numerical **DAudio Tape** 0 Floppy Disk 0 Chronological Arrual Accumulation 0 Bound Book CI Video Tape LI Geographical x File Drawer(s) LI Microfilm Reel(s) 0 Other (specify) 0 Computer Tape(s) 0 Other (specify) 10. File is Used 11. ReferensingliseAfe Month(s) x Daily 0 Weekly Monthly Annually x Year(s) 12. Current Location(s) (Bldg., Floor, Room) BLDG Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 14. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) 15. Audit Requirements 0 Yes x No 0 State 0 Federal Independent Recommended Retention - Permanent. Retain (3) three years then transfer to State Archives. Is an Index System used? If yes, explain briefly and describe requirements x No

18. Telephone Number 410-385-4434

Date 1/23/2014

17. Name and Title of Preparer – Angela Zerzeles/Agency Records Officer

Instructions —Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICE			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG	EMENT DIVISION	NC			
	7275 Waterloo Ro	oad, P.O. Box 275				
with Records Retention Schedule (DGS 550-1)	Jessup, Mary	yland 20794				
Department/Agency	2. Division			3. Unit		
MDOT/Maryland Port Administration	ALL			ALL		
DEFINITION - RECORD SERIES: A group of relati	ed records normally filed	and used as a u	nit for ref	ference as well as retention and disposition		
4. Record Series Title - Employment - B. Recruitment Files			5. Earliest Y	rear/Latest Year		
			2010 to	2014		
Record Series Description (Briefly describe the types of inform These files include all documentation relating to a recruitment: resumes,	nation/documents/forms found in the s	series. Include the purpo	se or function	n of the series.)		
	, or an annual state of the sta	,	,			
Record Series Format(s) List all	7. RenotSuieSequene		8. Viime			
				x File Drawer(s)		
				O. Minefilm Dealfol		
x Letter Size I] Microfilm	x Alphabetical	Num		0 Microfilm Reel(s)		
				0 Computer Tape(s)		
0 Legal Size LI Computer Tape	0 Numerical					
DAudio Tape 0 Floppy Disk	0 Chronological					
7			9. Amus	Accumulation		
0 Bound Book CI Video Tape	LI Geographical			x File Drawer(s)		
	0 Other (specify)		7	LI Microfilm Reel(s)		
			2			
			Number	0 Computer Tape(s)		
650				0 Other (specify)		
10. File is Used		11. FleBecomes In	ediveAlter			
x Daily 0 Weekly Monthly Annual			3	Month(c) v Vaar(c)		
7.227	,	Number		noning) x rear(s)		
		100				
12. Current Location(s) (Bldg., Floor, Room) BLDG		13. Is Record S	eries Duplica	ted Elsewhere? (If yes, specify agency or office.)		
	Terminal Control	200	3 Month(s) x Year(s) ord Series Duplicated Elsewhere? (If yes, specify agency or office.) x No			
	To a	0 Yes		x No		
14. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s)		15 Audit Decui				
14. Access Restrictions (11 res, tite Law(s) o, Regulation(s)		15. Audit Requi	rements			
0 Yes x No		x None	0 State	0 Federal Independent		
16. Is an Index System used? If yes, explain briefly and describe re	equirements	Recommended Reten	tion - Retain	for three (3) years after an action is recorded, then destroy.		
0 Yes x No						
 Name and Title of Preparer – Angela Zerzeles/Agency Records Office 	r 18. Telephone Nur	mber 410-385-4434	19. Date	1/23/2014		

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for RECORDS MANAGEMENT DIVISION each new or revised record series. Forward 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 2. Division Department/Agency MDOT/Maryland Port Administration 3. Unit 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.) 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 RendSieSnere x File Drawer(s) Microfilm Reel(s) 3 x Letter Size Il Microfilm x Alphabetical 0 Computer Tape(s) Number 0 Legal Size LI Computer Tape 0 Numerical DAudio Tape 0 Floppy Disk 0 Chronological Arrual Accumulation 0 Bound Book x File Drawer(s) CI Video Tape LI Geographical LI Microfilm Reel(s) 0 Other (specify) 0 Computer Tape(s) Number 0 Other (specify) File is Used 11. FieBermesinetiveAfer Month(s) 0 Weekly x Daily Monthly Annually x Year(s) Number 12. Current Location(s) (Bldg., Floor, Room) BLDG Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 0 Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) 15. Audit Requirements 0 Yes x No x None 0 State 0 Federal Independent Recommended Retention

A. Retain for eight (8) years after resolution, then destroy. Is an Index System used? If yes, explain briefly and describe requirements B. Retain for eight (8) years after completion of investigation, then destroy x No C. Retain for eight (8) years after resolution, then destroy. Retain for eight (8) years, then transfer to State Archives. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer 18. Telephone Number 410-385-4434 Date 1/23/2014

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for RECORDS MANAGEMENT DIVISION each new or revised record series. Forward 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 2. Division ALL Department/Agency MDOT/Maryland Port Administration 3. Unit 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. Farliest 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 Ranod Sales Saquerue Vilme File Drawer(s) 0 Microfilm Reel(s) x Letter Size I] Microfilm x Alphabetical 0 Computer Tape(s) Electronically Stored 0 Legal Size LI Computer Tape 0 Numerical **DAudio Tape** 0 Floppy Disk 0 Chronological Arrual Accumulation 0 Bound Book CI Video Tape x Electronic Database File Drawer(s) LI Geographical LI Microfilm Reel(s) 0 Other (specify) 0 Computer Tape(s) 0 Other (specify) Retain electronically File is Used FleBacomes Inadive Afle Month(s) x Daily 0 Weekly x Year(s) Number Current Location(s) (Bldg., Floor, Room) BLDG, Electronic Format Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 0 x No 14. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) 15. Audit Requirements x No 0 Federal x None 0 State Independent Recommended Retention Retain lease agreements until termin the destroy Is an Index System used? If yes, explain briefly and describe requirements ation. Then scan to Maryland State Archives standards and destroy paper. Retain images 5 years, 0 Yes x No Name and Title of Preparer - Angela Zerzeles/Agency Records Officer Date 1/23/2014 18. Telephone Number 410-385-4434

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
Department/Agency MDOT/Maryland Port Administration	2. Division ALL		3.	Unit
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title - Security - Incidents and Breaches of Security - Incidents and Breaches of Security - Record Series Description (Briefly describe the types of information breach of security.	ity		5. Earliest Year/L 2009 to 2011	
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. RencisieSingere × Alphabetical 0 Numerical 0 Chronological LI Geographical 0 Other (specify)		2	Microfilm Reel(s) Computer Tape(s) mulation x File Drawer(s) LI Microfilm Reel(s) 0 Computer Tape(s)
11. File is Used x Daily 0 Weekly 0 Monthly 0 Annual	v	12. FleBoomes Number	nadiveAfter 2 Mont	0 Other (specify) th(s) x Year(s)
13. Current Location(s) (Bldg., Floor, Room) BLDG		14. Is Record S	Series Duplicated El	
Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) 33 CFF requirements. XYes No	16. Audit Requ	0 State	x Federal Independent	
Is an Index System used? If yes, explain briefly and describe re Ves x No	18. Recommer request, then desi		etain for two (2) years, make available to the Coast Guard upon	
19. Name and Title of Preparer – Angela Zerzeles/Agency Records Officer 20. Telephone Number 410-385-4434 21. Date 1/23/2014				

			8	
Instructions —Type or Print a separate form for	DEPARTMENT OF G			AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAG			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box		75	
	Jessup, Mary	yland 20794		
Department/Agency MDOT/Maryland Port Administration	2. Division ALL			3. Unit ALL
DEFINITION - RECORD SERIES: A group of relati	ed records normally filed a	and used as a u		
4. Record Series Title - Security - Gate Passes			5. Earliest	Year/Latest Year
			2010 to	2014
Record Series Description (Briefly describe the types of information	n/dag-smarks/farms for and in the conin	Tools do the essence of	o formation of t	the angles VThe Information is now well-through in the market by
authorized system users an date/time stamped as the individuals enter/e		s. Include the purpose o	r runction or t	the series.) The information is pre-registered visitors in the system by
7. Record Series Format(s) List all	8. RenodSalesSaquenze		9. Vilm	e
				x File Drawer(s)
				0 Microfilm Reel(s)
x Letter Size I] Microfilm	x Alphabetical	1.9	15	0 Computer Tape(s)
0 Legal Size LI Computer Tape	0 Numerical		Number	Compact rape(s)
DAudio Tape 0 Floppy Disk	, 0 Chronological			
O Bound Book CI Video Tono			10. Ame	Accumulation
0 Bound Book CI Video Tape	LI Geographical			x File Drawer(s)
	0 Other (specify)		30	LI Microfilm Reel(s)
			Number	0 Computer Tape(s)
				0 Other (specify)
11. File is Used		12. FleBecomes Ir	rediveAfter	
x Daily 0 Weekly 0 Monthly 0 Annual	ay .		2	Month(s) x Year(s)
		Number		
No. of the second secon				
13. Current Location(s) (Bldg., Floor, Room) BLDG		14. Is Record S	eries Duplica	ted Elsewhere? (If yes, specify agency or office.)
		0 Yes		x No
	And the second		36. 1	
 Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) require 	aments.	16. Audit Requi	irements	
Yes xNo		x None	0 State	Federal Independent
		L. Arapa	1 . 3	
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recommend	ded Retentio	n – Retain for two (2) years, then destroy.
0 Yes x No				
		k		
Name and Title of Preparer – Angela Zerzeles/Agency Records Office	r 20. Telephone Nun	mber 410-395 4434	21 04	1/220014
19. Name and true of Preparer – Angela Zerzeles/Agency Records Office	20. Telephone Nun	mber 410-385-4434	21. Date	1/24/2014
		200		

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency MDOT/Maryland Port Administration	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Mary	SEMENT DIVISION bad, P.O. Box 275	3. Unit
DEFINITION - RECORD SERIES: A group of related. 4. Record Series Title - Security - Terminal Identification 6. Record Series Description (Briefly describe the types of information stored.		5. Earli 20	reference as well as retention and disposition est Year/Latest Year 12 to 2014 of the series.) Terminal Identification Applications and Test are electronically
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. RexSisSignate x Alphabetical 0 Numerical 0 Chronological LI Geographical 0 Other (specify)	Numb	Artual Accumulation x File Drawer(s) LI Microfilm Reel(s)
11. File is Used x Daily 0 Weekly 0 Monthly 0 Annual 13. Current Location(s) (Bldg., Floor, Room) Room, Electronic Date 15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) require Yes xNo 17. Is an Index System used? If yes, explain briefly and describe recommendations of the second seco	abase ements.	12. Rebooms Inche Aler Number 14. Is Record Series Du 0 Yes 16. Audit Requirements x None 0 State 18. Recommended Rete Scan paper at Refain e lectro of stroy.	x No te Federal Independent

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for RECORDS MANAGEMENT DIVISION each new or revised record series. Forward 7275 Waterloo Road, P.O. Box 275 with Records Retention Schedule (DGS 550-1) Jessup, Maryland 20794 2. Division Department/Agency MDOT/Maryland Port Administration 3. Unit 1. 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 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 RendSaisSaume Vilme x File Drawer(s) 0 Microfilm Reel(s) x Letter Size I1 Microfilm x Alphabetical 0 Computer Tape(s) Number 0 Legal Size x Computer Tape/ Electronic Database 0 Numerical **DAudio Tape** 0 Floppy Disk 0 Chronological Arrual Accumulation 0 Bound Book CI Video Tape x File Drawer(s) LI Geographical LI Microfilm Reel(s) 0 Other (specify) 0 Computer Tape(s) Number 0 Other (specify) 11. File is Used RePermes Institute After Month(s) x Daily 0 Weekly 0 Monthly O Annually x Year(s) Number 13. Current Location(s) (Bldg., Floor, Room) Room Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) requirements. **Audit Requirements** None 0 State Federal Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention – Screen annually, destroy files no longer needed for business needs.
 Retain all other files until business needs are met, then destroy. Name and Title of Preparer - Angela Zerzeles/Agency Records Officer 20. Telephone Number 410-385-4434 Date 1/23/2014

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Mary	SEMENT DIVISION DESCRIPTION OF THE PROPERTY OF	ON AGENCY RECORDS INVENTORY	
Department/Agency MDOT/Maryland Port Administration	2. Division ALL		3. Unit ALL	
Record Series Title - Office Services – Flash Drive Emails			nit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2010 to 2014	
 Record Series Description (Briefly describe the types of information for business related work. 	n/documents/forms found in the series	s. Include the purpose or	function of the series.) These files are electronic emails to/from requesting of flash drives	
7. Record Series Format(s) List all Letter Size I] Microfilm 0 Legal Size x Computer Tape/ email directory	RencShieSnpane x Alphabetical 0 Numerical		9. Vdume File Drawer(s) 0 Microfilm Reel(s) Number 3 Computer Tape(s) email directory	
DAudio Tape 0 Floppy Disk 0 Bound Book CI Video Tape	O Numerical Chronological LI Geographical		10. Arrual Accumulation File Drawer(s)	
	0 Other (spedify)		Number LI Microfilm Reel(s) Computer Tape(s) x Other (specify) electronic file	
File is Used Neekly 0 Monthly 0 Annual OMeekly 0 Monthly 0 Annual	aly	12. ReBecomesin		
13. Current Location(s) (Bldg., Floor, Room) Room		14. Is Record Se	eries Duplicated Eisewhere? (If yes, specify agency or office.) x No	
Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) requirements. Yes xNo		Audit Requirements None 0 State Federal Independent		
Is an Index System used? If yes, explain briefly and describe no Yes x No	equirements	18. Recommend whichever comes la	ded Retention – Retain for three (3) years, or until administrative value ceases, ster, then destroy.	
19. Name and Title of Preparer – Angela Zerzeles/Agency Records Office	er 20. Telephone Nur	mber 410-385-4434	21. Date 1/23/2014	

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency MDOT/Maryland Port Administration	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Mary	SEMENT DIVISION Dad, P.O. Box 275	AGENCY RECORDS INVENTORY
Record Series Title - Office Services - Log Sheet for Delivery of I	Mail	5	t for reference as well as retention and disposition Earliest Year/Latest Year 2010 to 2014 unction of the series.) These files contain original signatures for receiving packages and
7. Record Series Format(s) List all Letter Size I] Microfilm 0 Legal Size Computer Tape/ DAudio Tape 0 Floppy Disk x Bound Book CI Video Tape	8. Rexcisiesirgene Alphabetical 0 Numerical 0 Chronological LI Geographical x Other (specify)	Date	2 File Drawer(s) O Microfilm Reel(s) Computer Tape(s) email directory O. Artal Accumulation 2 File Drawer(s) LI Microfilm Reel(s) Number Computer Tape(s)
11. File is Used x Daily 0 Weekly 0 Monthly 0 Annual 13. Current Location(s) (Bldg., Floor, Room) Room 15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) require Yes xNo 17. Is an Index System used? If yes, explain briefly and describe recommendations of the second	ements.	0 Yes 16. Audit Require x None	Month(s) x Year(s) es Duplicated Elsewhere? (If yes, specify agency or office.) x No ments 0 State Federal Independent d Retention – Retain for three (3) years, or until administrative value ceases,
19. Name and Title of Preparer – Angela Zerzeles/Agency Records Office	r 20. Telephone Nur	mber 410-385-4434 2	1. Date 1/23/2014

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 INVENTIONY	
Department/Agency MDOT/Maryland Port Administration	2. Division ALL		3. Unit ALL	
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title - Payment in Lieu of Taxes (PILOT)	ed records normally filed a		t for reference as well as retention and disposition Earliest Year/Latest Year 2000 to 2014	
Record Series Description (Briefly describe the types of information	n/documents/forms found in the series	s. Include the purpose or fi	unction of the series.) Agreements between MPA and local governments.	
7. Record Series Format(s) List all x Letter Size I] Microfilm 0 Legal Size Computer Tape/	RencSieSepere X Alphabetical Numerical		O Microfilm Reel(s) O Microfilm Reel(s) Number Computer Tape(s) email directory	
DAudio Tape 0 Floppy Disk x Bound Book CI Video Tape	Chronological LI Geographical Other (specify)		O. Artial Accumulation 1 File Drawer(s) LI Microfilm Reel(s) Number Computer Tape(s)	
11. File is Used Daily 0 Weekly 0 Monthly x Annual	v	12. FleBeomesIned	Other (specify) MeAfter 10. Month(s) x Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes		
15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) requirements. Yes xNo		Audit Requirements X None		
Is an Index System used? If yes, explain briefly and describe re Ves x No	equirements		d Retention – Retain for ten (ten) years, then screen annually and destroy any ministrative value has ceased.	
19. Name and Title of Preparer – Angela Zerzeles/Agency Records Office	r 20. Telephone Nur	mber 410-385-4434 2	11. Date 1/23/2014	

	DEPARTMENT OF G	ENERAL SERVICES	AGENCY RECORDS INVENTORY
Instructions —Type or Print a separate form for	RECORDS MANAG	EMENT DIVISION	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	7275 Waterloo Ro		
with Records Retention Schedule (DGS 550-1)	Jessup, Mary		
Department/Agency MDOT/Maryland Port Administration	2. Division		3. Unit
MDOT/Maryland Fort Administration	ALL		ALL
DEFINITION - RECORD SERIES: A group of relat	and records normally filed	and wood as a wait 6	ay reference as well as retention and disposition
Record Series Title - Record Retention Log	ed records normally filed a		arliest Year/Latest Year
		-	2013 to 2014
Record Series Description (Briefly describe the types of information	on/documents/forms found in the series	. Include the purpose or funct	tion of the series.) This log is for DMT storage unit it contains informationon
date/who/what department accesses the storage unit.			
7. Record Series Format(s) List all	8. RenotSeieSequene	9.	Vime
			.5 File Drawer(s)
			0 Microfilm Reel(s)
x Letter Size I] Microfilm	X Alphabetical		<u>)</u>
0 Legal Size Computer Tape/	0 Numerical	Nur	nber Computer Tape(s) email directory
DAudio Tape 0 Floppy Disk	0 Chronological	10.	Arrual Accumulation
x Bound Book CI Video Tape	LI Geographical		.5 File Drawer(s)
	,	100	LI Microfilm Reel(s)
	Other (specify)		5 Li Pilconini Reel(s)
	19.5	Nur	nber Computer Tape(s)
			Other (specify)
11. File is Used		12. FileBecomesInadiveAf	
x Daily 0 Weekly 0 Monthly Annua	alv.		Month(s) x Year(s)
		Number	rivitatio) x real(s)
13. Current Location(s) (Bidg., Floor, Room) Room		14. Is Record Series I	Duplicated Elsewhere? (If yes, specify agency or office.)
	The state of the s	Yes	x No
15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) requir	ements.	16. Audit Requiremen	nts
	22.3.3.0.0		
Yes xNo		x None 0 S	State Federal Independent
Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recommended Re	etention – Retain for three (3) years, then destroy.
0 Yes x No			
	illa .		
			and the latest the second seco
19. Name and Title of Preparer – Angela Zerzeles/Agency Records Office	er 20. Telephone Nun	mber 410-385-4434 21.	Date 1/23/2014

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency MDOT/Maryland Port Administration	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Mary 2. Division ALL	EMENT DIVISION bad, P.O. Box 275 yland 20794	3. Unit ALL
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title - Cause for Applause 6. Record Series Description (Briefly describe the types of information applause.		5. Ea	or reference as well as retention and disposition arilest Year/Latest Year 2013 to 2014 ion of the series.) These are employees that have been nominated/winners for
7. Record Series Format(s) List all x Letter Size I] Microfilm 0 Legal Size Computer Tape/ DAudio Tape 0 Floppy Disk x Bound Book CI Video Tape	8. RendSieSingere X Alphabetical 0 Numerical 0 Chronological LI Geographical Other (specify)	10.	Viume 1 File Drawer(s) 0 Microfilm Reel(s) Computer Tape(s) email directory Artual Accumulation 1 File Drawer(s) LI Microfilm Reel(s) Computer Tape(s)
11. File is Used x Daily 0 Weekly 0 Monthly Annual 13. Current Location(s) (Bldg., Floor, Room) Room 15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) require Yes xNo	ements.	Yes 16. Audit Requiremen	1 Month(s) x Year(s) Duplicated Elsewhere? (If yes, specify agency or office.) x No
Is an Index System used? If yes, explain briefly and describe re Ves x No Name and Title of Preparer – Angela Zerzeles/Agency Records Office		18. Recommended Revalue.	etention – Screen Annually and destroy records with no further administrative Date 1/23/2014

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Mary	EMENT DIVISION pad, P.O. Box 275	AGENCY RECORDS INVENTORY
Department/Agency MDOT/Maryland Port Administration	2. Division ALL		3. Unit ALL
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title - Leave Slips	ed records normally filed a	5. Earl	r reference as well as retention and disposition liest Year/Latest Year 013 to 2014
 Record Series Description (Briefly describe the types of information 	n/documents/forms found in the series	. Include the purpose or functio	on of the series.) Employees approved leave slips.
7. Record Series Format(s) List all x Letter Size I] Microfilm 0 Legal Size Computer Tape/ DAudio Tape 0 Floppy Disk x Bound Book CI Video Tape 11. File is Used Daily 0 Weekly x Monthly Annual	8. RexcBieSique X Alphabetical 0 Numerical 0 Chronological LI Geographical Other (specify)	9. Numb 10. Numb 12. FieBeamesinedkeAfter Number	Amal Accumulation 1 File Drawer(s) LI Microfilm Reel(s) Der Computer Tape(s) Other (specify)
13. Current Location(s) (Bidg., Floor, Room) Room		14. Is Record Series Du Yes	uplicated Elsewhere? (If yes, specify agency or office.) x No
15. Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) require Yes xNo	ements.	16. Audit Requirements x None 0 Sta	
Is an Index System used? If yes, explain briefly and describe re Ves x No Name and Title of Preparer – Angela Zerzeles/Agency Records Officer		value.	ention — Screen Annually and destroy records with no further administrative particles of the second

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		SEMENT DIVISIO	ON AGENCY RECORDS INVENTORY
Department/Agency MDOT/Maryland Port Administration	2. Division ALL		3. Unit ALL
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title - Store Room Inventory Logs	ed records normally filed		nit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2000 to 2014
 Record Series Description (Briefly describe the types of information 	n/documents/forms found in the series	s. Include the purpose or	function of the series.) Employees approved leave slips.
7. Record Series Format(s) List all x Letter Size I] Microfilm 0 Legal Size Computer Tape/ Electronic Database DAudio Tape 0 Floppy Disk x Bound Book CI Video Tape	8. Rexcharshque X Alphabetical 0 Numerical 0 Chronological LI Geographical		9. Vulme 1 File Drawer(s) 0 Microfilm Reel(s) Computer Tape(s) email directory 10. Amul Accumulation 1 File Drawer(s)
	Other (specify)		Number Computer Tape(s) x Other (specify) Electronic Database
11. File is Used x Daily 0 Weekly Monthly Annual	v	12. FleBoomesha	
13. Current Location(s) (Bldg., Floor, Room) Room		14. Is Record Se Yes	eries Duplicated Elsewhere? (If yes, specify agency or office.) x No
Access Restrictions (If Yes, cite Law(s) 8, Regulation(s) requirements. Yes xNo		16. Audit Require	0 State Federal Independent
17. Is an Index System used? If yes, explain briefly and describe requirements 0 Yes x No		18. Recommends Standards. Alestroy. Years, the has no ad	Re-lain paper for two (2) years, and then Re-lain extremic copy for seventy five () s. a screen a nounly and destroy any material to ministrative value.
19. Name and Title of Preparer – Angela Zerzeles/Agency Records Office	r 20. Telephone Nul		21. Date 1/23/2014