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

Schedule No.2694

Page 1 of 3

Division/Unit

Agency Marylan	d Department of Transportation Office of Min	Division/Unit ority Business Enterprise
Item No.	Description	Retention
	This Schedule supersedes: Schedule #1980  Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), and Small Business Enterprise (SBE) case files.  Case files contain applications(s) and supporting documents including, but not limited to general correspondences, resumes, personal and business income tax returns, proof of citizenship (passport, driver's license, birth certificates), business documents, investigative notes, onsite reports, annual review documents, certification notices, denial notices and decertification notices. Other documents such as medical and disability details may be included where a company claim can be supported or validated.	
1. 1.(a)		Files will be scanned according to Maryland State Archives' standards. Retain until firm becomes non-renewed, decertified or withdrawn, then move to Item 3.
1.(b)	Electronic Format (New e-applications received on line): Files will be backed up on the Maryland Department of Transportation (MDOT) server.	Retain original certification application documents electronically according to Maryland State Archives' standards. Retain until firm becomes non-renewed, decertified, or withdrawn, then move to Item 3.
or Divisio Date Signature Typed Na	Approved by Department, Agency, Schedule Authorized by State Part 1.3.  Date 1.3.  Signature Signature Director, OMBE	10-40

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

Schedule No.2694

Page 2 Of 3

KEC	(Continuation Sheet)	IEDULE	Page 2 Of 3
Agency		Divis	ion/Unit
Mar	ryland Department of Transportation	Office of Mino	ority Business Enterprise
Item No.	Description	180	Retention
2.	MBE/DBE/ACDBE/SBE Annual Review Documents: Each year active certified firms are required to submit documents to determine continued eligibility for their program(s). Firms may submit documents in paper or These documents may include, No Change Affidavit, Statement, Business Income Tax Returns, Wage Reg Good Standing. Other documents may be required udocuments.	s annual review designated electronic format. Personal Net Worth ports, and Proof of pon review of these	
2.(a)	Paper Format (Converted to electronic case files) converted to electronic case files. Files will be verifie image is an accurate reproduction of the original, is c accurately identities the filename. Files will be backe server.	d to ensure the ear, readable and d up on the MDOT	Paper files will be scanned according to Maryland State Archives' standards. Retain all documents until firm becomes non-renewed, decertified, or withdrawn, then move to Item 3.
2.(b)	Electronic Format: Files will be backed up on the M	DOT server.	Retain all documents electronically according to Maryland State Archives' standards. Retain until firm becomes non-renewed, decertified, or withdrawn, then move to Item 3.
3.	MBE/DBE/ACDBE/SBE Decertified/Non-Renewed/ Case Files	Withdrawn Firm	
3.(a)	Paper Format: Files will be boxed and labeled with a firm names included in each box.	an inventory of the	Retain 6 (six) years then destroy.
3.(b)	Electronic Format: Files will be backed up on the M		Retain files electronically according to Maryland State Archives' standards. Retain 6 (six) years then destroy.
4.	MBE/DBE/ACDBE/SBE Administratively Closed Fi These files contain incomplete application documents consideration for MBE/DBE/ACDBE/SBE certification complete documents results in the file being administ	submitted in . Failure to submit	(0.1, ) 0.110 11011 11011
4.(a)	Paper Format: Files will be boxed and labeled with a firm names included in each box.	an inventory of the	Retain 6 (six) years then destroy.
4.(b) 5.	Electronic Format: Files will be backed up on the M MBE/DBE/ACDBE/SBE Denied Firm Case Files	DOT server.	Retain files electronically according to Maryland State Archives' standards. Retain 6 (six) years then destroy.
5.(a)	Paper Format: Files will be boxed and labeled with a firm names included in each box.	an inventory of the	Retain 6 (six) years then destroy.

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

Schedule No. 2694

Page 3

Of 3

	Continuation Sheet	rage 3 Or 3
Agency		ion/Unit rity Business Enterprise
Item No.	Description	Retention
5.(b) 6.		Retain files electronically according to Maryland State Archives' standards. Retain 6 (six) years then destroy.  Retain until obsolete or superseded then transfer to Maryland State Archives.
7.	Internal Review Committee (IRC) Minutes Contains minutes from IRC meetings of case files and expansion of service request that have been submitted for consideration to participate in the MBE/DBE/ASCDE/SBE/PROGRAMS.	Scan to Maryland State Archives standards, and destroy paper originals. Retain images for 6 (six) years then destroy.
8.	Minority Business Enterprise Advisory Committee (MBEAC) Minutes Contains minutes from MBEAC meetings (open to the general public) of case files and expansion of service request that have been submitted for consideration to participate in the MBE/DBE/ACDBE/SBE Programs. Prior to October 2016 these were created in paper format. After October 2016, these are born-digital (PDF).	Scan paper minutes to Maryland State Archives' standards and destroy paper originals. Retain images and born-digital minutes for 6 (six) years, then transfer to Maryland State Archives (pdf format).

				AGENCY RECORDS INVENTORY			
Instructions –Type or Print a separate form for each new or revised record series. Forward				MENT DIVISION			
with Records Retention Schedule (DGS 550-1)	VITERE ARTERIATOR ESTRUCTURA DE TRES DE COMPENSO.  SON ESTRUCTURA DE COMPENSO						
		Jessup, Mar	yland 20794	2005015	PAGE 1.0F 8		
	0.5:::		9-1930				
Department/Agency	2. Divisio	on			3. Unit		
Maryland Department of Transportation					Office of Minority Business Enterprise		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
MBE/DBE/ACDBE/SBE Active Case Files				1978	to Current Year		
6. Record Series Description (Briefly describe the t	unes of inf	formation/docu	mants/forms	found in th	a sories. Include the numbers or function of the		
series.) This series include application documents	Table .						
Enterprise (DBE), Airport Concession Disadvantag		Ston en			e very life agreement		
and the company of th			4v.500 (mission) (100 v.50		AND THE STATE OF T		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
□ Letter Size    □ Microfilm		Alphabetica	ıl	Number 5	862 Active Certified Files (Firms)		
□ Computer Tape		☐ Numerical		The second second	⊠ File Drawer(s)		
Audio Tape Floppy Disk		☐ Chronologic	cal	☐ Microfil	m Reel(s) ter Tape(s)		
Bound Book Video Tape		☐ Geographic	al	☑ Other (specify)			
Other MBE Database		Other (spec	cify)	10, Annual Accumulation			
			,	Number Approximately 650 new certified firms per year			
				⊠ File Drawer(s)			
			☐ Microfil ☐ Compu ☐ Other (		rofilm Reel(s)		
11. File is Used			12. File Becom	es Inactive Af	ter.		
11. The is Used							
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number N/A Month(s) Year(s)				
		,					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Maryland Department of Transportation, 7201 Corporate Center D 1st and 2 <sup>nd</sup> Floor High Density File Room	rive, Hanover	, MD 21076	☐ Yes	⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes No			□None	M State N	Federal Independent		
				M orace M	g receia independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention		
☐ Yes	887 <b>9</b> - 11 11 11 11 11 11 11 11 11 11 11 11 1				mes non-renewed, decertified or withdrawn then		
Di .			move to Ite		and the state of t		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Vickie Walker, Special Assistant to the Director 410-865-124			42	June 12	, 2017		

Instructions –Type or Print a separate form for	DEDAD	TMENT OF C	SENIEDAL SEI	ERAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT D 7275 Waterloo Road, P.O. E Jessup, Maryland 2079			SION	PAGE 2 OF 8	
Department/Agency	410-799-1930 2. Division				3. Unit	
Maryland Department of Transportation					Office of Minority Business Enterprise	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a unit for reference as well as retention and disposition			
Record Series Title     MBE/DBE/ACDBE/SBE Annual Review Documents for Active Case Files			Earliest Year/Latest Year     1978 to Current Year			
Record Series Description (Briefly describe the types of information/documents.) This series include application documents used to determine continuous Enterprise (DBE), Airport Concession Disadvantaged Business En				for the Mir	nority Business Enterprise (MBE), Disadvantaged	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
□ Letter Size    □ Microfilm		Alphabetica	ıl	Number		
□ Legal Size  □ Computer Tape		Numerical		⊠ File Dra	- Construction of the Cons	
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	☐ Microfil	m Reel(s) Iter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	al	Other (	specify) Include in 5862 files in Item 1	
☑ Other MBE Database		Other (spec	cify)	10, Annual	Accumulation	
		) === 000 	20	Number		
				☐ File Dra	사 기계상 2000 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	
			☐ Microfi☐ Compt		m Reel(s) ter Tape(s)	
				Other (specify) Approximately 4700 documents per year		
11. File is Used			12. File Becom	es Inactive Af	ter	
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number N/A Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  Maryland Department of Transportation, 7201 Corporate Center D	rive, Hanover	, MD 21076	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☐ No			
1st and 2nd Floor High Density File Room  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
☐ Yes           No			☐ None ☑ State ☑ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended R	etention	
☐ Yes   ☑ No			8		mes non-renewed, decertified, or withdrawn then	
		move to Ite	m 3.	2		
		00 7 1	<u> </u>	04.5.		
Name and Title of Preparer     Vickie Walker, Special Assistant to the Director		20. Telepho 410-865-12	one Number 42	21. Date June 12		
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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	RDS MANAC	SEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	oad, P.O. Box	275	PAGE 3 OF 8		
		Jessup, Mar	Š		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
1 Department/Agency	2. Division	410-79	9-1930		3. Unit		
Department/Agency	Z. DIVISIO	1		_	3. Onit		
Maryland Department of Transportation					Office of Minority Business Enterprise		
Lister General Services of the Services and the control of the Services of the							
DEFINITION: RECORD SERIES: A group of related purposes.	d records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
MBE/DBE/ACDBE/SBE Non-Renewed/Decertified/	Withdrawn	Firm Case F	iles				
6. Record Series Description (Briefly describe the t	ypes of info	rmation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.) This series include application documents,	general co	rrespondence	e and/or annu	al review d	ocuments used to support the decision to non-		
renew, decertify or withdraw firms from participating	g in the Min	ority Busines	s Enterprise (	MBE), Disa	advantaged Business Enterprise (DBE), Airport		
Concession Disadvantaged Business Enterprise (A	CDBE) and	d Small Busir	ness Enterpris	e (SBE) Pr	rograms.		
7, Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
Musta San D. Maretter		M Makakatian					
□ Letter Size	1		I.	Number			
		□ Numerical		☐ File Dra	00000000		
☐ Audio Tape ☐ Floppy Disk		Chronologic	nal	Microfil	m Reel(s) ter Tape(s)		
Audio rape Proppy bisk		☐ Chronologic	,ai	(A)====================================	specify) Included in 5862 files in Item 1		
Bound Book Video Tape		Geographic	al				
Other MBE Database		Other (spec	eify)	10. Annual	Accumulation		
Z One was subsequent		Onler (spee		Number			
				(7 <u>000</u> 2			
				File Dra	5 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C		
11			V. 1844		omputer Tape(s)		
				Other (	specify) Approximately 1200 files per year		
11. File is Used			12. File Becom	es Inactive Af	ter		
			North NIA Divertity Divertity				
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number N/A Month(s) Year(s)				
Current Location(s) (Bldg., Floor, Room)     Maryland Department of Transportation, 7201 Corporate Center D.	rive. Hanover	MD 21076	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☐ No				
1st and 2nd Floor High Density File Room				0.500			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
Yes 🛛 No			□ None	⊠ State ▷	Federal Independent		
			□ Motte	EN CHANGE			
	00,0741@030g - 3.0110 S				NV (515-2300-547)		
17. Is an Index System used? If yes, explain briefly and describe r  ☐ Yes ☐ No	equirements		18. Recom				
	LI Yes ⊠ No			s (six) year	s then destroy		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Vickie Walker, Special Assistant to the Director		410-865-12	42	June 12	, 2017		

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SER	RVICES	VICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 4 OF 8		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	250000000	3-1550		3. Unit		
Maryland Department of Transportation					Office of Minority Business Enterprise		
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
purposes. 4. Record Series Title			5. Earliest Year/Latest Year				
MBE/DBE/ACDBE/SBE Administratively Closed Fi	rm Case F	iles		1978	to Current Year		
6. Record Series Description (Briefly describe the	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) This series include incomplete application	documents	s submitted to	apply for cert	ification for	the Minority Business Enterprise (MBE),		
Disadvantaged Business Enterprise (DBE), Airport	Concession	on Disadvanta	ged Business	Enterprise	e (ACDBE) and Small Business Enterprise (SBE)		
Programs.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
□ Letter Size    □ Microfilm			ď	Number			
☐ Legal Size ☐ Computer Tape		Numerical		File Dra	A CONTRACTOR OF THE CONTRACTOR		
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	Compu	ster Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	cal	Other (specify) Approximately 20 files per month			
Other MBE Database		Other (spec	cify)		10. Annual Accumulation		
				Number			
					File Drawer(s)		
					☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				8000	specify) Approximately 240 files per year		
11. File is Used			12. File Becom	an Innative At			
TI. File is used			12. File Becom	-			
☐ Daily ☐ Weekly ☐ Monthly ☐ Ani	nually		Number N/A Month(s) Year(s)				
					v		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Maryland Department of Transportation, 7201 Corporate Center D 1st and 2nd Floor High Density File Room	rive, Hanover	, MD 21076	Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes      No				M State &	2 Fodorol D Independent		
			None	⊠ State [∑	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	Retention		
☐ Yes ⊠ No			ASS APERS		ar then destroy		
			, , , , , ,				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	}		
Vickie Walker, Special Assistant to the Director	81	410-865-12		June 12	, 2017		

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Instructions –Type or Print a separate form for DEPARTMENT OF GENERAL				RVICES	CES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS	EMENT DIVI	SION				
with Records Retention Schedule (DGS 550-1)	7275 Wa	aterloo Ro	ad, P.O. Box	275	PAGE 5 OF 8		
	Jessup, Maryland 20794 410-799-1930				All the carbon for a grant of the carbon of		
Department/Agency	2. Division				3. Unit		
Maryland Department of Transportation					Office of Minority Business Enterprise		
DEFINITION: RECORD SERIES: A group of related purposes.	d records norm	nally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
MBE/DBE/ACDBE/SBE Denied Firm Case Files				1978 1	o Current Year		
6. Record Series Description (Briefly describe the ty	ypes of informa	ation/docu	ments/forms	found in th	e series. Include the purpose or function of the		
series.) This series include application documents to	used to support	rt the decis	sion to deny fi	rms from p	participating in the Minority Business Enterprise		
(MBE), Disadvantaged Business Enterprise (DBE),	Airport Conces	ession Disa	advantaged B	usiness Er	nterprise (ACDBE) and Small Business Enterprise		
(SBE) Programs.							
7. Record Series Format(s) List all	8. R	Record Series	s Sequence	9. Volume			
☑ Letter Size ☐ Microfilm	⊠	Alphabetical		Number			
☐ Legal Size ☐ Computer Tape		] Numerical		Contract of the second	File Drawer(s)  Microfilm Reel(s)		
Audio Tape Floppy Disk		] Chronologica	al	Compu	ter Tape(s)		
☐ Bound Book ☐ Video Tape		] Geographica	ai	Other (specify) Approximately 5 files per month			
☑ Other MBE Database		Other (speci	fy)	10. Annual	Accumulation		
				Number			
					Other (specify) Approximately 60 files per year		
11. File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly ☐ Monthly ☐ Anni	ually		Number N/A Month(s) Year(s)				
Authoritis - Auth	ually		Number N/A   Month(s)   Year(s)				
0							
13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Transportation, 7201 Corporate Center Dr	rive, Hanover, MD 2	21076	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes No				
1st and 2nd Floor High Density File Room  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes			V21-027-1978				
			None	⊠ State ⊠	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
☐ Yes   ☑ No			Retain for 6	(six) year	s then destroy		
				N. 1550	7		
19. Name and Title of Preparer	770875		ne Number	21, Date	H Water-Artificia		
Vickie Walker, Special Assistant to the Director	Walker, Special Assistant to the Director 410-865-1242		42	June 12	, 2017		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ORDS MANA	SENERAL SER GEMENT DIVI Dad, P.O. Box	SION	AGENCY RECORDS INVENTORY  PAGE 6 OF 8	
Department/Agency	Jessup, Maryland 20794 410-799-1930 2. Division				3. Unit	
Maryland Department of Transportation					Office of Minority Business Enterprise	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	unit for re	ference as well as retention and disposition	
Record Series Title     MBE/DBE/ACDBE/SBE Program Manuals			5. Earliest Year/Latest Year 1978 to Current Year			
<ol> <li>Record Series Description (Briefly describe the t series.) This series contain Program Manuals deta Business Enterprise (DBE), Airport Concession Dis</li> </ol>	ualifications ar	nd guidelines f	or the Mine	ority Business Enterprise (MBE), Disadvantaged		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
☐ Letter Size ☐ Microfilm		Alphabetica	ıt	Number		
		☐ Numerical		File Dra	10000000000000000000000000000000000000	
☐ Audio Tape ☐ Floppy Disk			cal		iter Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	eal	Other (specify) 2		
Other Digital (PDF)		Other (spec	cify)	Number	Accumulation	
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) Varies, depending on State and USDOT Federal guideline changes		
11. File is Used			12. File Becom	es Inactive Af	ter	
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number N	I/A [	☐ Month(s) ☐ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  Maryland Department of Transportation, 7201 Corporate Center D  1st and 2 <sup>nd</sup> Floor High Density File Room	rive, Hanover	, MD 21076	14, Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes   ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes ☐ No	# 80% (CD # 90%)		16. Audit Requirements  ☐ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  ☐ Yes ☑ No			18. Recom Retain until Archives.		detention or superseded, then transfer to Maryland State	
19. Name and Title of Preparer Vickie Walker, Special Assistant to the Director		20. Telepho 410-865-12	one Number 42	21. Date June 12	**************************************	

Instructions –Type or Print a separate form for DEPARTMENT OF G			SENERAL SEI	IERAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward RECORDS MANAGE				EMENT DIVISION		
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	oad, P.O. Box	275		
	Jessup, Maryland 20794				PAGE 7 OF 8	
			99-1930			
Department/Agency	2. Divisio	on			3. Unit	
Maryland Department of Transportation					Office of Minority Business Enterprise	
DEFINITION: RECORD SERIES: A group of relate	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
purposes.	u records r	normany med	and used as a	unition re	referice as well as retention and disposition	
Record Series Title			5. Earliest Year/Latest Year			
MBE/DBE/ACDBE/SBE Internal Review Committee	e (IRC) Mir	nutes		1978	to Current Year	
6. Record Series Description (Briefly describe the	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) This series contain minutes from IRC meet	tings of cas	se files recom	mended for ce	ertification a	and Expansion of Service for the Minority Business	
Enterprise (MBE), Disadvantaged Business Enterp	rise (DBE)	, Airport Con	cession Disad	vantaged E	Business Enterprise (ACDBE) and Small Business	
Enterprise (SBE) Programs.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	.6	
		FEET WATER STORY				
□ Letter Size		Alphabetica	il	Number		
		☐ Numerical		File Dra	awer(s)	
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☐ Bound Book ☐ Video Tape		☐ Geographic	ral	Other (specify) 26		
				10. Annual Accumulation		
Other		Other (spec	cify)	STEEN TO THE PROPERTY OF THE P		
				Number		
				☐ File Dra	awer(s)	
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					ter Tape(s)	
				Other (	specify) 26	
11. File is Used			12. File Becom	les Inactive Af	ter	
100000000000000000000000000000000000000			Valentia			
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number N/A Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)	ob	ND 94976	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Maryland Department of Transportation, 7201 Corporate Center D 1st and 2nd Floor High Density File Room	rive, Hanover,	, MD 210/6	Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes ☐ No			(0012102500)		atomow of Management of the	
151			None	State 区	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention	
Yes No					te Archives' standards and destroy paper originals	
				8	(507 (2)) )373	
			Retain ima	ges for 6 (s	six) years then destroy	
	-					
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Vickie Walker, Special Assistant to the Director	410-865-1242			June 12, 2017		

Instructions –Type or Print a separate form for each new	DEPARTMENT OF GENERAL SERVICES			VICES	AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records		RDS MANAG		= ==			
Retention Schedule (DGS 550-1)	200000000000000000000000000000000000000		Control Contro				
Neterition Schedule (DGS 330-1)	1213	7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794			PAGE 8 OF 8		
		410-799					
Department/Agency	2. Division	1			3. Unit		
Maryland Department of Transportation					Office of Minority Business Enterprise		
4. Record Series Title	s normally fi	led and used	as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year				
	· ·	(1.105.40)			8 10		
MBE/DBE/ACDBE/SBE Minority Business Enterprise Advis	sory Commit	tee (MBEAC)	Minutes	19781	to Current Year		
6. Record Series Description (Briefly describe the types of							
series contain MBEAC minutes of case files recommended		777 (337-124) 5-4			A NOTICE OFFICE TO STORY THE STORY OF THE CONTROL O		
Disadvantaged Business Enterprise (DBE), Airport Conces		H IN INCH MENTAL MENTAL CONTRACTOR	Descent National Technology				
Prior to October 2016 these were created in paper format,	but after Oct	ober, 2016 the	ese are born-o		F).		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
□ Letter Size    □ Microfilm		☐ Alphabetica	ı	Number			
□ Legal Size    □ Computer Tape		☐ Numerical		File Dra			
☐ Audio Tape ☐ Floppy Disk			cal	☐ Compu	ter Tape(s) specify) 26		
☐ Bound Book ☐ Video Tape		☐ Geographic	al				
Other PDF		Other (spec	cify)	10. Annual Accumulation			
				Number			
				☐ File Dra	awer(s)		
				Microfil			
			Other (		ter Tape(s) specify) 26		
				See State of the			
11. File is Used			12. File Becom	es Inactive Af	ter		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually			Number N/A Month(s) Year(s)				
2,550, 5,7550, 5,750			Hamos (A)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Maryland Department of Transportation, 7201 Corporate Center Drive, Hano	ver, MD 21076		☐ Yes	⊠ No	, , , , , , , , , , , , , , , , , , , ,		
1st and 2nd Floor High Density File Room				100000			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes ☑ No			16. Audit Requ	uirements			
☐ Yes        No			☐ None	lone ⊠ State ⊠ Federal □ Independent			
					.,		
				2			
17. Is an Index System used? If yes, explain briefly and describe requirement Yes No	nts		18. Recom	mended R	etention		
			Retain for 6	s (six) year	s then transfer to Maryland State Archives		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Vickie Walker, Special Assistant to the Director		410-865-12		June 12			
The state of the s							