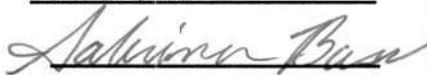



Agency Maryland Department of Transportation	Division/Unit Office of Minority Business Enterprise
---	---

Item No.	Description	Retention
<p>1.</p> <p>1.(a)</p> <p>1.(b)</p>	<p>This Schedule supersedes: Schedule #1980</p> <p>Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE), and Small Business Enterprise (SBE) case files.</p> <p>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, on-site 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.</p> <p>MBE/DBE/ACDBE/SBE Active Certified Firm Case Files</p> <p>Paper Format (Converted to electronic case files): Paper files will be converted to electronic case files. Files will be verified to ensure the image is an accurate reproduction of the original, is clear, readable and accurately identifies the file name. Files will be backed up on the MDOT server. Retain all original certification application documents in the MBE high density file room.</p> <p>Electronic Format (New e-applications received on line): Files will be backed up on the Maryland Department of Transportation (MDOT) server.</p>	<p>Files will be scanned according to Maryland State Archives' standards. Retain until firm becomes non-renewed, decertified or withdrawn, then move to Item 3.</p> <p>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 Retain until firm becomes non-renewed, decertified, or withdrawn, then move to Item 3.</p>

Schedule Approved by Department, Agency, or Division Representative. Date <u>June 12, 2017</u> Signature <u></u> Typed Name <u>Sabrina Bass</u> Title <u>Director, OMBE</u>	Schedule Authorized by State Archivist Date <u>7-3-17</u> Signature <u></u>
--	---

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

Schedule No.2694

Page 2 Of 3

Agency Maryland Department of Transportation	Division/Unit Office of Minority Business Enterprise
---	---

Item No.	Description	Retention
2.	MBE/DBE/ACDBE/SBE Annual Review Documents Each year active certified firms are required to submit annual review documents to determine continued eligibility for their designated program(s). Firms may submit documents in paper or electronic format. These documents may include, No Change Affidavit, Personal Net Worth Statement, Business Income Tax Returns, Wage Reports, and Proof of Good Standing. Other documents may be required upon review of these documents.	
2.(a)	Paper Format (Converted to electronic case files): Files will be converted to electronic case files. Files will be verified to ensure the image is an accurate reproduction of the original, is clear, readable and accurately identifies the filename. Files will be backed up on the MDOT server.	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 MDOT 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/Withdrawn Firm Case Files	
3.(a)	Paper Format: Files will be boxed and labeled with an inventory of the firm names included in each box.	Retain 6 (six) years then destroy.
3.(b)	Electronic Format: Files will be backed up on the MDOT server.	Retain files electronically according to Maryland State Archives' standards. Retain 6 (six) years then destroy.
4.	MBE/DBE/ACDBE/SBE Administratively Closed Firm Case Files These files contain incomplete application documents submitted in consideration for MBE/DBE/ACDBE/SBE certification. Failure to submit complete documents results in the file being administratively closed.	
4.(a)	Paper Format: Files will be boxed and labeled with an inventory of the firm names included in each box.	Retain 6 (six) years then destroy.
4.(b)	Electronic Format: Files will be backed up on the MDOT server.	Retain files electronically according to Maryland State Archives' standards. Retain 6 (six) years then destroy.
5.	MBE/DBE/ACDBE/SBE Denied Firm Case Files	
5.(a)	Paper Format: Files will be boxed and labeled with an inventory of the firm names included in each box.	Retain 6 (six) years then destroy.

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

Schedule No. 2694

Page 3 Of 3

Agency

Maryland Department of Transportation

Division/Unit

Office of Minority Business Enterprise

Item No.	Description	Retention
5.(b)	Electronic Format: Files will be backed up on the MDOT server.	Retain files electronically according to Maryland State Archives' standards. Retain 6 (six) years then destroy.
6.	MBE/DBE/ACDBE/SBE Program Manuals Contains State and Federal Program Manuals, Memorandums and general correspondence of updates to program guidelines. Eligibility criteria for the programs are subject to change annually. Providing access to the manuals gives a history of the evolution of the programs.	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).

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 8</p>
<p>1. Department/Agency Maryland Department of Transportation</p>	<p>2. Division</p>	<p>3. Unit Office of Minority Business Enterprise</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title MBE/DBE/ACDBE/SBE Active Case Files</p>	<p>5. Earliest Year/Latest Year 1978 to Current Year</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series include application documents used to certify firms for the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) Programs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other MBE Database</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number 5862 Active Certified Files (Firms)</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>Number Approximately 650 new certified firms per year</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD 21076 1st and 2nd Floor High Density File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain until firm becomes non-renewed, decertified or withdrawn then move to Item 3.</p>	
<p>19. Name and Title of Preparer Vickie Walker, Special Assistant to the Director</p>	<p>20. Telephone Number 410-865-1242</p>	<p>21. Date June 12, 2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 2 OF 8</p>	
<p>1. Department/Agency Maryland Department of Transportation</p>		<p>2. Division</p>		<p>3. Unit Office of Minority Business Enterprise</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title MBE/DBE/ACDBE/SBE Annual Review Documents for Active Case Files</p>			<p>5. Earliest Year/Latest Year 1978 to Current Year</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series include application documents used to determine continued eligibility for the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) Programs.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other MBE Database</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Include in 5862 files in Item 1</p>	
				<p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Approximately 4700 documents per year</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD 21076 1st and 2nd Floor High Density File Room</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain until firm becomes non-renewed, decertified, or withdrawn then move to Item 3.</p>		
<p>19. Name and Title of Preparer</p> <p>Vickie Walker, Special Assistant to the Director</p>		<p>20. Telephone Number</p> <p>410-865-1242</p>		<p>21. Date</p> <p>June 12, 2017</p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 3 OF 8</p>
<p>1. Department/Agency Maryland Department of Transportation</p>	<p>2. Division</p>	<p>3. Unit Office of Minority Business Enterprise</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title MBE/DBE/ACDBE/SBE Non-Renewed/Decertified/Withdrawn Firm Case Files</p>	<p>5. Earliest Year/Latest Year 1978 to Current Year</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series include application documents, general correspondence and/or annual review documents used to support the decision to non-renew, decertify or withdraw firms from participating in the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) Programs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other MBE Database</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Included in 5862 files in Item 1</p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Approximately 1200 files per year</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD 21076 1st and 2nd Floor High Density File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 6 (six) years then destroy</p>	
<p>19. Name and Title of Preparer Vickie Walker, Special Assistant to the Director</p>	<p>20. Telephone Number 410-865-1242</p>	<p>21. Date June 12, 2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 4 OF 8</p>
<p>1. Department/Agency Maryland Department of Transportation</p>	<p>2. Division</p>	<p>3. Unit Office of Minority Business Enterprise</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title MBE/DBE/ACDBE/SBE Administratively Closed Firm Case Files</p>	<p>5. Earliest Year/Latest Year 1978 to Current Year</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series include incomplete application documents submitted to apply for certification for the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) Programs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other MBE Database</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Approximately 20 files per month</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Approximately 240 files per year</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD 21076 1st and 2nd Floor High Density File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for 1 (one) year then destroy</p>	
<p>19. Name and Title of Preparer Vickie Walker, Special Assistant to the Director</p>	<p>20. Telephone Number 410-865-1242</p>	<p>21. Date June 12, 2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 5 OF 8</p>
<p>1. Department/Agency Maryland Department of Transportation</p>	<p>2. Division</p>	<p>3. Unit Office of Minority Business Enterprise</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title MBE/DBE/ACDBE/SBE Denied Firm Case Files</p>	<p>5. Earliest Year/Latest Year 1978 to Current Year</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series include application documents used to support the decision to deny firms from participating in the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) Programs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other MBE Database</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Approximately 5 files per month</p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Approximately 60 files per year</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD 21076 1st and 2nd Floor High Density File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 6 (six) years then destroy</p>	
<p>19. Name and Title of Preparer Vickie Walker, Special Assistant to the Director</p>	<p>20. Telephone Number 410-865-1242</p>	<p>21. Date June 12, 2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 6 OF 8</p>
<p>1. Department/Agency Maryland Department of Transportation</p>	<p>2. Division</p>	<p>3. Unit Office of Minority Business Enterprise</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title MBE/DBE/ACDBE/SBE Program Manuals</p>	<p>5. Earliest Year/Latest Year 1978 to Current Year</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series contain Program Manuals detailing the qualifications and guidelines for the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) Programs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other Digital (PDF)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) 2</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Varies, depending on State and USDOT Federal guideline changes</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD 21076 1st and 2nd Floor High Density File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain until obsolete or superseded, then transfer to Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Vickie Walker, Special Assistant to the Director</p>	<p>20. Telephone Number 410-865-1242</p>	<p>21. Date June 12, 2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 7 OF 8</p>
<p>1. Department/Agency Maryland Department of Transportation</p>	<p>2. Division</p>	<p>3. Unit Office of Minority Business Enterprise</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title MBE/DBE/ACDBE/SBE Internal Review Committee (IRC) Minutes</p>	<p>5. Earliest Year/Latest Year 1978 to Current Year</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series contain minutes from IRC meetings of case files recommended for certification and Expansion of Service for the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) Programs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) 26</p> <hr/> <p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) 26</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD 21076 1st and 2nd Floor High Density File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Scan to Maryland State Archives' standards and destroy paper originals Retain images for 6 (six) years then destroy</p>	
<p>19. Name and Title of Preparer Vickie Walker, Special Assistant to the Director</p>	<p>20. Telephone Number 410-865-1242</p>	<p>21. Date June 12, 2017</p>

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 410-799-1930		AGENCY RECORDS INVENTORY PAGE 8 OF 8	
1. Department/Agency Maryland Department of Transportation		2. Division		3. Unit Office of Minority Business Enterprise	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title MBE/DBE/ACDBE/SBE Minority Business Enterprise Advisory Committee (MBEAC) Minutes				5. Earliest Year/Latest Year 1978 to Current Year	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series contain MBEAC minutes of case files recommended for certification and Expansion of Service for the Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and Small Business Enterprise (SBE) Programs. Prior to October 2016 these were created in paper format, but after October, 2016 these are born-digital (PDF).					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other PDF		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 26	
				10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 26	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD 21076 1 st and 2 nd Floor High Density File Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 6 (six) years then transfer to Maryland State Archives		
19. Name and Title of Preparer Vickie Walker, Special Assistant to the Director		20. Telephone Number 410-865-1242		21. Date June 12, 2017	