

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

Schedule No. 24631

Page 1 of 3

Agency: **Maryland Department of the Environment** Division/Unit: **Air Quality Planning Program**

Item No.	Description	Retention
<i><u>This schedule supersedes Schedule 2505 dated June 2, 2009.</u></i>		
1.0	State Implementation Plan (SIP) Text Documents –Technical and developmental material for State Implementation Plans to meet the requirements of the Clean Air Act. These documents include: planning documents, SIP revisions, and technical support documents, SIP related databases, submittal letters, and emission calculation documents. SIPs are living documents that are revised by the State as necessary. The SIPs are indexed chronologically corresponding to the year/sequential order the file was created.	(1.0) Permanent. Retain both electronically on ARMA shared drive and in hardcopy form. Drive backed-up daily and managed by MDE. Retain for twenty (20) years then transfer to the Maryland State Archives.
2.0	Hearing Documents –These documents: regulation development for Maryland Code of Regulations (COMAR) materials required by State or federal laws such as technical support documents, MD Register notices, hearing 30-day notice materials, notices to the affected counties, states, EPA, hearing statements, hearing transcripts, comments and responses. Hearing documents also pertain to hearings on Consent Orders and plans. Provide records that Federal Requirements for notice have been fulfilled. Indexed chronologically corresponding to the year/sequential order the file was created.	(2.0) Permanent. Retain both electronically on ARMA shared drive and in hardcopy form. Drive backed-up daily and managed by MDE. Retain for twenty (20) years then transfer to the Maryland State Archives.
3.0	Emission Inventories – Required by the Clean Air Act. Contains a detailed estimate of air emissions from various sources in the State. Files include base-year and periodic inventories for ozone precursors, particulate matter, greenhouse gases, and a toxics inventory. Additional information includes: technical support documents, summary spreadsheets, and survey data. Inventory files are used for modeling and policymaking purposes.	(3.0) Permanent. Retain electronically on ARMA shared drive. Drive backed-up daily and managed by MDE. Retain for twenty (20) years then transfer to the Maryland State Archives.
4.0	Modeling Documents – Required by the Clean Air Act. These files include modeling results/ inputs/ model instruction files and documents. These files are used to demonstrate air quality trends and may also be used for SIPs and policymaking.	(4.0) Permanent. Retain electronically on ARMA shared drive. Drive backed-up daily and managed by MDE. Retain for twenty (20) years then transfer to the Maryland State Archives.

Scheduled Approved by Department, Agency, or Division Representative.
 Date 7/18/17
 Signature [Signature]
 Typed Name Brian Hug
 Title Program Manager

Schedule Authorized by State Archivist
 Date 8-21-17
 Signature [Signature]

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

Schedule No. 2431

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Agency **Maryland Department of the Environment** Division/Unit: **Air Quality Planning Program**

Item No.	Description	Retention
5.0	<p>Climate Change Records – These files include climate action plans, the Greenhouse Gas Reduction Act Plan, economic analysis, state tracking documents, and emission inventory documents. These documents are used to demonstrate how the State will achieve climate change goals outlined in the Annotated Code Maryland.</p>	<p>(5.0) Permanent. Retain electronically on ARMA shared drive for twenty (20) years then transfer to the Maryland State Archives. Drive backed-up daily and managed by MDE.</p>
6.0	<p>Administrative Records – Includes documents pertaining to the following: program procurement and expense reports, personnel files, strategic planning documents, policy and directives, managerial level correspondence.</p>	<p>(6.0) Retain for five (5) years electronically on ARMA shared drive, then destroy.</p>
7.0	<p>Grant Work Plans and Funding Agreements – These documents pertain to completion of the requirements of specific grant funds.</p>	<p>(7.0) Retain for five (5) years electronically on ARMA shared drive, then destroy.</p>
8.0	<p>Transportation/ Planning/ Regional Meeting Documents Record Series contains: Transportation Improvement Plans, conformity documents, and related materials for the various Metropolitan Planning Organizations (MPOs) in Maryland. As the transportation plans and conformity analyses are frequently updated, these records do not have permanent value.</p>	<p>(8.0) Retain for three (3) years electronically on ARMA shared drive, then destroy.</p>
8.1-8.4	<p><u>(8.1) Baltimore Regional Transportation Board</u> - meeting minutes, agendas, air quality conformity analyses, and regional transportation plans</p> <p><u>(10.2) Wilmington Area Planning Council</u>- meeting minutes, agendas, air quality conformity analyses, and regional transportation plans</p> <p><u>(10.3) National Capital Transportation Planning Board</u>- meeting minutes, agendas, air quality conformity analyses, and regional transportation plans</p> <p><u>(10.4) Other Regional Planning Bodies in Maryland</u>- meeting minutes, agendas, air quality conformity analyses, and regional transportation plans.</p>	<p>(8.1) — (84) Retain for three (3) years electronically on ARMA shared drive, then destroy.</p>

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

Schedule No. 2931

Page **3** of **3**

Agency: **Maryland Department of the Environment** Division/Unit: **Air Quality Planning Program**

Item No.	Description	Retention
9.0	<p><u>Air Quality Control Advisory Council</u> – Before adopting any rule or regulation under Section 2-206, the Air and Radiation Management Administration must bring them before the Council for advice. After receiving a proposed rule or regulation from the Department, the Council must provide the Department its advice on the proposal by recommending adoption, rejection or modification. This record series consists of (a) meeting minutes with background materials and the Council’s recommendation; (b) general correspondence concerning the Council and/or its membership; and (c) audio recordings of the meeting which are kept only until the minutes have been finalized and approved by the Council. This record series also consists of (d) personal information, such as home addresses and phone numbers for Council members, which must be kept confidential.</p>	<p>(9.0) (a), (b) Permanent. Retain electronically on ARMA shared drive for twenty (20) years then transfer to the Maryland State Archives. Drive backed-up daily and managed by MDE. Retain (c) Retain until minutes have been finalized, then destroy. (d) Retain personal information electronically on ARMA shared drive until individuals are no longer members of the Council, <i>then destroy.</i></p>
10.0	<p><u>Climate Change Commission</u> - This record contains a series of public and administrative documents related to the Maryland Commission on Climate Change, including but not limited to records related to the Annual Commission Report; annual agency updates on climate programs; agendas, presentations, minutes and supplemental material from all Commission, Steering Committee, and Mitigation Working Group meetings; public comment and public meeting attendance records; Commission and Working Group rosters; and official letters of appointment.</p>	<p>(10.0) Permanent. Retain for twenty (20) years electronically on ARMA shared drive then transfer to the Maryland State Archives. Drive backed-up daily and managed by MDE.</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	AGENCY RECORDS INVENTORY Page 1 of 2
1. DEPARTMENT/AGENCY Maryland Department of the Environment	2. DIVISION Air & Radiation Management Administration.	3. UNIT Air Quality Planning Program
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE State Implementation Plan (SIP) Text Documents	5. EARLIEST YEAR / LATEST YEAR 1977 to 2017	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Technical and developmental material for State Implementation Plans to meet the requirements of the Clean Air Act. These documents include: planning documents, SIP revisions, and technical support documents, SIP related databases, submittal letters, and emission calculation documents. SIPs are living documents that are revised by the State as necessary. The SIPs are indexed chronologically corresponding to the year/sequential order the file was created.		
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size <input type="checkbox"/> Computer Tape Bound Book <input type="checkbox"/> Floppy Disk Audio Tape <input type="checkbox"/> Video Tape Other (Specify) <input type="checkbox"/>	8. RECORD SERIES SEQUENCE Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <input type="checkbox"/>	9. VOLUME 10 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10. ANNUAL ACCUMULATION 1/3 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number
11. FILE IS USED Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	12. FILE BECOMES INACTIVE AFTER (File Does NOT become Inactive) _____ Month(s) Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X - Filed via date and SIP Number (Indexed) No <input type="checkbox"/>	RECOMMENDED RETENTION Permanent. Retain for twenty (20) years then transfer to the Maryland State Archives.	
19. NAME AND TITLE OF PREPARER Brian Hug Program Manager	20. TELEPHONE NUMBER 410-537-4125	21. DATE 7/18/2017

~~ARMA~~ - ARMA

ARMA = Air + Radiation Management Administration

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 Page 2 of 2
1. DEPARTMENT/AGENCY Maryland Department of the Environment	2. DIVISION Air & Radiation Management Administration.	3. UNIT Air Quality Planning Program
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORDS SERIES TITLE Hearing Documents	5. EARLIEST YEAR / LATEST YEAR 1977 to 2017	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These documents: regulation development for Maryland Code of Regulations (COMAR) materials required by State or federal laws such as technical support documents, MD Register notices, hearing 30-day notice materials, notices to the affected counties, states, EPA, hearing statements, hearing transcripts, comments and responses. Hearing documents also pertain to hearings on Consent Orders and plans. Provide records that Federal Requirements for notice have been fulfilled. Indexed chronologically corresponding to the year/sequential order the file was created.		
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size <input type="checkbox"/> Computer Tape Bound Book <input type="checkbox"/> Floppy Disk Audio Tape <input type="checkbox"/> Video Tape Other (Specify) <input type="checkbox"/>	8. RECORD SERIES SEQUENCE Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <input type="checkbox"/>	9. VOLUME 17 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number 10. ANNUAL ACCUMULATION 1/2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number
11. FILE IS USED Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	12. FILE BECOMES INACTIVE AFTER _____20____ Month(s) Year(s) <input checked="" type="checkbox"/> Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd., ARMA Planning	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> - Filed via date and corresponding document number No <input type="checkbox"/>	RECOMMENDED RETENTION Permanent. Retain for twenty (20) years then transfer to the Maryland State Archives.	
19. NAME AND TITLE OF PREPARER Brian Hug Program Manager	20. TELEPHONE NUMBER 410-537-4215	21. DATE 7/18/2017

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 10	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE State Implementation Plans (SIP) Text Documents				5 EARLIEST YEAR/LATEST YEAR 1990 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Required by the Clean Air Act. Contains a detailed estimate of air emissions from various sources in the State. Files include base-year and periodic inventories for ozone precursors, particulate matter, greenhouse gases, and a toxics inventory. Additional information includes: technical support documents, summary spreadsheets, and survey data. Inventory files are used for modeling and policymaking purposes.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartmental use allowed with permission. Outside alterations to data/text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Retain as permanent.					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 2 of 10	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Hearing Documents				5 EARLIEST YEAR/LATEST YEAR 2001 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. These documents include but are not limited to: regulation development materials required by State or federal laws such as technical support documents, MD Register notices, hearing 30-day notice materials, notices to the affected counties, states, EPA, State Clearinghouse, the Children’s Environmental Protection Advisory Council, the Department of Business and Economic Development, hearing statements, hearing transcript, comments and responses. Hearing documents also pertain to hearings on Consent Orders and plans.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartmental use allowed with permission. Outside alterations to data/text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Retain as permanent					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
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1 DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiation Management Administration	3 UNIT Air Quality Planning Program
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Emissions Inventories		5 EARLIEST YEAR/LATEST YEAR 1990 to 2017
6 INPUT - Identify source of information to be entered N/A	7 OUTPUT - Identify the use/s of information generated by system N/A	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The files in this record include: base-year and periodic inventories for ozone precursors, particulate matter, greenhouse gases, and toxics inventory. Additional information includes but is not limited to: technical support documents, summary spreadsheets, and survey data.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartmental use allowed with permission. Outside alterations to data/text is not allowed.		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A		
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive		
12 RECOMMENDED RETENTION Permanent. Retain electronically on ARMA shared drive. Drive backed-up daily and managed by MDE. Retain for twenty (20) years then transfer to the Maryland State Archives.		
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug	14 TELEPHONE NUMBER 410-537-4125	15 DATE 7/18/2017
16 TITLE OF PREPARER Program Manager		FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A
DGS 550-6		

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Modeling Documents				5 EARLIEST YEAR/LATEST YEAR 1990 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system. N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Required by the Clean Air Act. These files include modeling results/ inputs/ model instruction files and documents. These files are used to demonstrate air quality trends and may also be used for SIPs and policymaking.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartmental use allowed with permission. Outside alterations to data/text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Permanent. Retain electronically on ARMA shared drive. Drive backed-up daily and managed by MDE. Retain for twenty (20) years then transfer to the Maryland State Archives.					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 5 of 10	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Climate Change Records				5 EARLIEST YEAR/LATEST YEAR 2002 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. These files include climate action plans, the Greenhouse Gas Reduction Act Plan, economic analysis, state tracking documents, and emission inventory documents. These documents are used to demonstrate how the State will achieve climate change goals outlined in the Annotated Code Maryland.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartmental use allowed with permission. Outside alterations to data/text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Material will be consistently updated.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Permanent. Retain electronically on ARMA shared drive for twenty (20) years then transfer to the Maryland State Archives. Drive backed-up daily and managed by MDE.					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Administrative Records				5 EARLIEST YEAR/LATEST YEAR 2009 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Includes documents pertaining to the following: program procurement and expense reports, personnel files, strategic planning documents, policy and directives, managerial level correspondence.					
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10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Retain for five (5) years electronically on ARMA shared drive, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 7 of 10	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Grant Work Plans and Funding Agreements				5 EARLIEST YEAR/LATEST YEAR 2009 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. These documents pertain to completion of the requirements of specific grant funds.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartmental use allowed with permission. Outside alterations to data/text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
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13 TYPED OR PRINTED NAME OF PREPARER Brain Hug		14 TELEPHONE NUMBER 410-537-4215		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Transportation/Planning/Regional Meeting Documents				5 EARLIEST YEAR/LATEST YEAR 2011 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Record Series contains: Transportation Improvement Plans, conformity documents, and related materials for the various Metropolitan Planning Organizations (MPOs) in Maryland. As the transportation plans and conformity analyses are frequently updated, these records do not have permanent value.					
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10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Retain for three (3) years electronically on ARMA shared drive, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4125		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 9 of 10	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Air Quality Control Advisory Council				5 EARLIEST YEAR/LATEST YEAR 2001 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This record series consists of (a) meeting minutes with background materials and the Council's recommendation; (b) general correspondence concerning the Council and/or its membership; and (c) audio recordings of the meeting which are kept only until the minutes have been finalized and approved by the Council. This record series also consists of (d) personal information, such as home addresses and phone numbers for Council members, which must be kept confidential.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartmental use allowed with permission. Outside alterations to data/text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION (a), (b) Permanent. Retain electronically on ARMA shared drive for twenty (20) years then transfer to the Maryland State Archives. Drive backed-up daily and managed by MDE. Retain (c) Retain until minutes have been finalized, then destroy. (d) Retain personal information electronically on ARMA shared drive until individuals are no longer members of the Council.					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4215		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 10 of 10	
1 DEPARTMENT/AGENCY Maryland Department of the Environment		2 DIVISION Air & Radiation Management Administration		3 UNIT Air Quality Planning Program	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Climate Change Commission				5 EARLIEST YEAR/LATEST YEAR 2008 to 2017	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system N/A		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This record contains a series of public and administrative documents related to the Maryland Commission on Climate Change, including but not limited to records related to the Annual Commission Report; annual agency updates on climate programs; agendas, presentations, minutes and supplemental material from all Commission, Steering Committee, and Mitigation Working Group meetings; public comment and public meeting attendance records; Commission and Working Group rosters; and official letters of appointment.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Interdepartmental use allowed with permission. Outside alterations to data/text is not allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. AQ Planning Shared Drive: MDE 17: L Drive					
12 RECOMMENDED RETENTION Permanent. Retain for twenty (20) years electronically on ARMA shared drive then transfer to the Maryland State Archives. Drive backed-up daily and managed by MDE.					
13 TYPED OR PRINTED NAME OF PREPARER Brian Hug		14 TELEPHONE NUMBER 410-537-4215		15 DATE 7/18/2017	
16 TITLE OF PREPARER Program Manager			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					