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

Schedule No. 243

Page 1 of 3

Agency:	Maryland Department of the Envir	onment Division/U	nit: Air Quality Planning Program
Item No.	Description	n	Retention
1.0	This schedule supersedes Schedule 256 State Implementation Plan (SIP) Text and developmental material for State Immeet the requirements of the Clean Air include: planning documents, SIP revisit documents, SIP related databases, submicalculation documents. SIPs are living to by the State as necessary. The SIPs are corresponding to the year/sequential order.	t Documents – Technical applementation Plans to Act. These documents ions, and technical support attal letters, and emission documents that are revised indexed chronologically	(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 for Maryland Code of Regulations (CO) by State or federal laws such as technical Register notices, hearing 30-day notice affected counties, states, EPA, hearing stranscripts, comments and responses. It pertain to hearings on Consent Orders at that Federal Requirements for notice has chronologically corresponding to the years are 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 a detailed estimate of air emissions from State. Files include base-year and perioder precursors, particulate matter, greenhout inventory. Additional information includocuments, summary spreadsheets, and files are used for modeling and policymatics.	(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 files include modeling results/ inputs/ indocuments. These files are used to demand may also be used for SIPs and police.	(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.	
		Schedule Authorized by Date 8-21-(Signature 6	

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

Schedule No.

Page 2. of 3

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

Item No.	Description	Retention
5.0	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.	(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.
6.0	Administrative Records – Includes documents pertaining to the following: program procurement and expense reports, personnel files, strategic planning documents, policy and directives, managerial level correspondence.	(6.0) Retain for five (5) years electronically on ARMA shared drive, then destroy.
7.0	Grant Work Plans and Funding Agreements – These documents pertain to completion of the requirements of specific grant funds.	(7.0) Retain for five (5) years electronically on ARMA shared drive, then destroy.
8.0	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. (8.1) Baltimore Regional Transportation Board - meeting minutes, agendas, air quality conformity analyses, and regional transportation plans	(8.0) Retain for three (3) years electronically on ARMA shared drive, then destroy.
8.1-8.4	(10.2) Wilmington Area Planning Council- meeting minutes, agendas, air quality conformity analyses, and regional transportation plans (10.3) National Capital Transportation Planning Board- meeting minutes, agendas, air quality conformity analyses, and regional transportation plans (10.4) Other Regional Planning Bodies in Maryland- meeting minutes, agendas, air quality conformity analyses, and regional transportation plans.	(8.1) — (84) Retain for three (3) years electronically on ARMA shared drive, then destroy:
		·

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

Schedule No. フィラー Page 3 of 3

Item No.	Description	Retention	
9.0	Air Quality Control Advisory Council — 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.	(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, then destroy.	
10.0	Climate Change Commission - 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.	(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.	
;			

		•	
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NOW OR REVISED RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL	AGENCY RECORDS INVENTORY	
RECORDS RETENTION SCHEDULE (DGS 550-1)	SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	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 disposition purposes.	l records normally filed and used as a unit	for reference as well as retention and	
4. RECORDS SERIES TITLE State Implementation Plan (SIP) Text Docu	uments	5. EARLIEST YEAR / LATEST YEAR 1977 to 2017	
6. RECORD SERIES DESCRIPTION (Briefly describe the types Technical and developmental material for State In documents include: planning documents, SIP reviletters, and emission calculation documents. SIPs indexed chronologically corresponding to the year	nplementation Plans to meet the requirer sions, and technical support documents, are living documents that are revised by	nents of the Clean Air Act. These SIP related databases, submittal	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size X Microfilm	Alphabetical	10 File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
Legal Size Computer Tape	Numerical X	Other (Specify) Number	
Bound Book Floppy Disk	Chronological X		
Audio Tape Video Tape	Geographical X	10. ANNUAL ACCUMULATION 1/3 File Drawer(s) Microfilm Reel(s)	
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER (Fil	o Doog NOT become Inactive)	
Daily X Weekly Monthly	Month(s) Number	Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEV	VHERE? (If yes, specify agency or office)	
1800 Washington Blvd., ARMA Planning	Yes No X		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes No X	None State	Federal X Independent	
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	RECOMMENDED RETENTION Permanent. Retain for twenty (20) year Archives.	,	
19. NAME AND TITLE OF PREPARER Brian Hug	20. TELEPHONE NUMBER	21. DATE 9	
Program Manager	410-537-4125	7/18/2017	

ARMA-AZARA

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	AGENCY RECORDS INVENTORY
ALTENTION SCHEDULE (DGS 330°1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	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 purposes.	s normally filed and used as a unit for reference	e as well as retention and disposition
4. RECORDS SERIES TITLE Hearing Documents		5. EARLIEST YEAR / LATEST YEAR
		1977 to 2017
6. RECORD SERIES DESCRIPTION (Briefly describe the types of These documents: regulation development for Mary laws such as technical support documents, MD Reg states, EPA, hearing statements, hearing transcripts, Consent Orders and plans. Provide records that Fede corresponding to the year/sequential order the file w	land Code of Regulations (COMAR) maister notices, hearing 30-day notice mater comments and responses. Hearing docueral Requirements for notice have been for	terials required by State or federal rials, notices to the affected counties, iments also pertain to hearings on
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
•		
Letter Size X Microfilm	Alphabetical	17 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	Numerical X	Other (Specify) Number
Bound Book Floppy Disk	Chronological X	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical X	1/2 File Drawer(s)
		Microfilm Reel(s) Computer Tape(s)
Other (Specify)	Other (Specify)	Other (Specify) Number
		Humber
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily X Weekly Monthly	20 Month(Year(s) X
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSE	WHERE? (If yes, specify agency or office)
1800 Washington Blvd., ARMA Planning	Yes	No X
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes No X	None State	Federal X Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and		redera A macpendent
describe any software/hardware)	RECOMMENDED RETENTION Permanent. Retain for twenty (20) yes	ars then transfer to the Maryland
Yes X - Filed via date and corresponding	State Archives.	
document number No		: •
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Brian Hug Program Manager	410-537-4215	7/18/2017
		

INSTRUCTIONS – Type or print a separate form for each new/revised	1	ANAGEMENT DIVISION	ELECTHONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 1 of 10			
1 DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiatio Administration	n Management n	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 Doo	cuments		5 EARLIEST YEAR/LATEST YEAR 1990 to 2017			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system			
N/A		N/A	·			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.			
base-year and periodic inventories for ozone	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 FO	R REVISING INFORMATION	ON 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 TELEPHO 410-537-4125	NE NUMBER	15 DATE 7/18/2017			
16 TITLE OF PREPARER FOR FOR FOR FOR FOR FOR FOR FOR FOR FO			RECORDS COMPLETE ALSO			
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275 o, Maryland 20794 -10) 799-1930	Page 2 of 10		
DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiatio Administration	n Management n	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		
Treating Documents			2001 to 2017		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
N/A		N/A ·			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
such as technical support documents, MD counties, states, EPA, State Clearinghous of Business and Economic Development, documents also pertain to hearings on Co	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 i	f established in writing.			
Interdepartmental use allowed with permis	ssion. Outside	alterations to data/text is	not allowed.		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
N/A					
11 SPECIFY THE LOCATION AND MEDIA (Ensure the record's retention and usabilit					
AQ Planning Shared Drive: MDE 17: L Driv		·			
		·			
12 RECOMMENDED RETENTION Retain as permanent					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-537-4125	NE NUMBER	15 DATE 7/18/2017		
Brian Hug		T			
16 TITLE OF PREPARER Program Manager		DGS 550-6A	RECORDS COMPLETE ALSO		
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		Page 3 of 10		
DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiatio Administration	n Management n	3 UNIT Air Quality Planning Program		
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE Emissions Inventories			5 EARLIEST YEAR/LATEST YEAR		
		•	1990 to 2017		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system		
N/A		N/A			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information tained in a series. Include	n/documents/forms purpose and function of the system.		
The files in this record include: base-year greenhouse gases, and toxics inventory. documents, summary spreadsheets, and	Additional info	ventories for ozone prec rmation includes but is n	ursors, particulate matter, ot limited to: technical support		
9 POLICY ON ACCESS AND USE - Explain	n or attach copy	if established in writing.			
Interdepartmental use allowed with permi	ssion. Outside	alterations to data/text is	s not allowed.		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
N/A					
11 SPECIFY THE LOCATION AND MEDIA Ensure the record's retention and usabilit					
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 TELEPHO 410-537-4125	NE NUMBER	15 DATE 7/18/2017		
16 TITLE OF PREPARER Program Manager		FOR PERMANEN DGS 550-6A	RECORDS COMPLETE ALSO		
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY	
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 4 of 10	
1 DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiation Administration	n Management n	3 UNIT Air Quality Planning Program	
DEFINITION - Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE Modeling Documents			5 EARLIEST YEAR/LATEST YEAR	
			1990 to 2017	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the ι	use/s of information generated by system.	
N/A		N/A		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information rained in a series. Include p	n/documents/forms purpose and function of the system.	
Required by the Clean Air Act. These files in are used to demonstrate air quality trends and				
9 POLICY ON ACCESS AND USE - Explain				
Interdepartmental use allowed with permis	ssion. 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 (Ensure the record's retention and usability				
AQ Planning Shared Drive: MDE 17: L Driv	<i>r</i> e			
12 DECOMMENDED DETENTION Perman	ent Detain elec	tronically on APMA share	d drive. Drive backed-up daily and	
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	<u> </u>		RECORDS COMPLETE ALSO	
Program Manager		DGS 550-6A		
DGS 550-6				
		•		

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page 5 of 10		
1 DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiatio Administration	n Management n	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	7 OUTPUT - Identify the L	se/s of information generated by system		
N/A		N/A			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.		
These files include climate action plans, the Cand emission inventory documents. These do outlined in the Annotated Code Maryland.	cuments are used	d to demonstrate how the S			
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.					
Interdepartmental use allowed with permis	ssion. 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 (Ensure the record's retention and usability					
AQ Planning Shared Drive: MDE 17: L Driv	/e				
A DESCRIPTION D	. D 1	11 ADMA 1	(00)		
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	14 TELEPHONE NUMBER 410-537-4125		15 DATE		
PREPARER			7/18/2017		
Brian Hug		LEOD DEDMANIENT	DECORDS COMPLETE ALSO		
16 TITLE OF PREPARER	DGS 550-6A		RECORDS COMPLETE ALSO		
Program Manager					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup, Maryland 20794 (410) 799-1930		Page 6 of 10		
1 DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiatio Administration	n Management n	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	7 OUTPUT - Identify the	use/s of information generated by system		
N/A		N/A			
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. 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	Tof five (3) years	electronically on ARMA			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-537-4125	NE NUMBER	15 DATE 7/18/2017		
Brian Hug 16 TITLE OF PREPARER	<u> </u>	FOR PERMANENT	RECORDS COMPLETE ALSO		
Program Manager		DGS 550-6A	THEOGRAPO CONTRACTOR ALGO		
DGS 550-6					

•

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ν ,	
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			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 rel and dispositio		d electronically and used	d as a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE Grant Work Plans and Funding Agreemen	ts		5 EARLIEST YEAR/LATEST YEAR 2009 to 2017	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify	the use/s of information generated by system	
N/A	•	N/A	•	
8 ELECTRONIC RECORD SERIES DESCR			ation/documents/forms ude purpose and function of the system.	
These documents pertain to completion o				
9 POLICY ON ACCESS AND USE - Explain	or attach copy i	f established in writing	j.	
Interdepartmental use allowed with permis	ssion. Outside	alterations to data/te	ext is not allowed.	
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORM	MATION IN THE SYSTEM	
N/A		· .		
11 SPECIFY THE LOCATION AND MEDIA (Ensure the record's retention and usabilit				
AQ Planning Shared Drive: MDE 17: L Driv			o dydio.	
Ad Flamming Shaled Dilve. MDE 17. E Dilve				
12 RECOMMENDED RETENTION Retain for five (5) years electronically on ARMA shared drive, then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE	
Brain Hug	410-537-4215		7/18/2017	
			IENT RECORDS COMPLETE ALSO	
Program Manager				
DGS 550-6				

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	Page 8 of 10			
1 DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiation Administration	n Management า	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 I	use/s of information generated by system					
N/A		N/A				
8 ELECTRONIC RECORD SERIES DESCR						
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. 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						
 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 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 DGS 550-6A	RECORDS COMPLETE ALSO			
DGS 550-6						

.

21. 1		NT OF GENERAL SERVICES		ELECTRONIC RECORDS INVENTORY		
separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ad, P.O. Box 275			
COMAR 14.18.04				Page 9 of 10		
DEPARTMENT/AGENCY Maryland Department of the Environment	2 DIVISION Air & Radiation Management Administration		agement	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 7 OUTPUT - Identify the				use/s of information generated by system		
N/A			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 FO	R RE	ISING INFORMATI	ON 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	14 TELEPHONE NUMBER		JMBER	15 DATE		
Brian Hug	410-537-4215			7/18/2017		
16 TITLE OF PREPARER Program Manager	·		FOR PERMANENT DGS 550-6A	RECORDS COMPLETE ALSO		
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			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 7 OUTF	UT - Identify the	use/s of information generated by system			
N/A	N/A	•				
8 ELECTRONIC RECORD SERIES DESCR			n/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 permi	ssion. Outside aiteration	s to data/text is	s not allowed.			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR REVISI	NG INFORMATI	ON 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	14 TELEPHONE NUMB	ER	15 DATE			
Brian Hug	410-537-4215		7/18/2017			
16 . TITLE OF PREPARER			RECORDS COMPLETE ALSO			
Program Manager DGS 550-6A						
DGS 550-6						
			•			