R	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. 2433 Page 1 of 2
Agency	Maryland Dept. of the Environment Division/U Air and Radiation Management Administration	nit: Mobile Sources Control Program
Item No.	Description	Retention
	Technical Records, Analyses and Reports	
1.	 (1.1) Vehicle Emissions Inspection Program (VEIP) Test Data and Related Analyses and Reports (Electronic)- includes test records from vehicles inspected a State VEIP Inspection Stations (VEIP Stations) and Fleet Inspection Stations (FIS), and related statistical analysis reports. 	At Retain for 5 years electronically then screen annually and destroy material that is no longer needed.
	(1.2) Heavy-Duty Diesel Smoke Testing Program Data and Related Analyses and Reports (Electronic) –includes test records from vehicles inspected by the Maryland State Police and the Maryland Transportation Authority Police at weigh stations and at random roadside locations; and related statistical analysis and reports.	
	(1.3) Certified Emissions Repair Facility (CERF), Master Certified Emissions Technician (MCET), and FI Databases (Electronic) - includes information on certification history, location, contact, and equipment for facilities and technicians certified by the MSCP.	S
	(1.4) VEIP Station, CERF, and FIS Audit Records and Reports (Electronic) – includes records of quality assurance compliance inspection audits conducted by MSCP at these facilities.	
Schedule	d Approved by Department, Agency, Schedule Authorized by S	tate Archivist
	on Representative.	3.(7
Signatur	CMarilla a	zd

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DGS 550-1 (Rev. 1/93) A:\TEMP\REC_RET2.FRM

	Sched	Schedule No. 2430					
RE	CORDS RETENTIO	N AND DISPO	DSAL SCHEDULE	Page	2	of	2
Agency	Agency MDE/ARMA Division/Unit: Mobile Sources Control Program						
Item No.		Descriptior	1		F	Retentic	on
		echnical Docu assessments us	-	electro and de	nically	aterial	rs reen annually that is no
2.	Program Planning (2.1) Regulation Dev	velopment and	Promulgation	(2.1-2.2) Retain for 5 years electronically, then screen annually and destroy material that is no			creen annually
	 (2.1) Regulation Development and Promulgation Materials (Electronic). (2.2) Program Design, Development, and Implementation 				longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention		
	Materials (Electronic).		oondence	any material that serves to document the origin, develop and accomplishments of the		es to development,	
3.	Administrative Records and Correspondence (3.1) Grants/Contracts/Agreements and Supporting Documents for the Mobile Source Related Technical/Research Projects (Electronic) –includes documentation on MSCP projects that involve external funding and/or contract or legal agreement with a third party.				and has continuing administrative, fiscal, legal, or historical value. (3.1-3.3) Retain for 5 years electronically then destroy.		
	(3.2) Credit Card St Documentation (Ele purchases to support						
	(3.3) General Correspondence (Electronic) – includes routine internal and external correspondence affecting the MSCP.						
or Division Date Signature Typed N	Approved by Departmen n Representative. <u>5/10</u> /2017 <u>Manua U</u> ame Marcia Ways gram Manager	t, Agency,	Schedule Authorized by Stat Date 10-3-17 Signature 1673	te Archivi	st		
	(Rev. 1/93) A:\TEMP\RE	C_RET2.FRM					

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DEPARTMENT OF GENERAL SERVICES	Schedu	ile No.	28	2
RECORDS MANAGEMENT DIVISION		•		
RECORDS RETENTION AND DISPOSAL SCHEDULE	Page	2	of	

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	
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page I Of 3	
1. DEPARTMENT/AGENCY: Maryland Department of the Environment	2. DIVISION : Air and Radiation Management Administration	3. UNIT: Mobile Sources Control Program	
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as v	vell as retention and disposition purposes.	
4. RECORDS SERIES TITLE Technical Records		5. EARLIEST YEAR / LATEST YEAR 2009 to Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series.	nclude the purpose or function of the Series).	
Test data, related analyses, reports, technical records related to the Vehicle Emissions Insp CERF/MCET/FIS programs and Mobile Sour	ection Program (VEIP), the Heavy-du	-	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
X Letter Size Microfilm	Alphabetical	25 File Drawer(s) Microfilm Reel(s)	
Legal Size Computer Tape	Numerical	Computer Tape(s) Other (Specify) Number	
Bound Book Floppy Disk	X Chronological		
Audio TapeVideo TapeXOther (Specify): Electronic	Geographical Other (Specify)	10. ANNUAL ACCUMULATION 2 File Drawer(s) Microfilm Reel(s) Computer Tapc(s) Other (Specify) Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
X Daily Weckly Monthly	NA Month(s)	Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Boulevard ARMA/Mobile Sources Baltimore, MD 21230-1720	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes X No		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes X No	X None State	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)YesX No	RECOMMENDED RETENTION Retain in office 5 years electronical material that is no longer needed.	ly then screen annually and destroy	
19. NAME AND TITLE OF PREPARER Marcia Ways, Program Manager	20. TELEPHONE NUMBER 410-537-3286	21. date May 10, 2017	

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DGS 550-4 (Revised 1/93) -- MDE

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INSTRUCTIONSTYPE 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
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 2 Of 3
1. DEPARTMENT/AGENCY: Maryland Department of the Environment	2. DIVISION : Air and Radiation Management Administration.	3. UNIT: Mobile Sources Control Program
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Program Planning Records		5. EARLIEST YEAR / LATEST YEAR 2009 to Present
	Cin Commentant In a state of the second in the Comission	······
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).
Documents and materials related to: 1) regula	• • •	2) program design, development,
and implementation; and 3) State Implementa	ation Plans and supporting materials.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size Microfilm	Alphabetical	10 File Drawcr(s)
Legal Size Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s) Other (Specify) Number
Bound Book Floppy Disk	X Chronological	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographica	2 File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tapc(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	· · · · · · · · · · · · · · · · · · ·
Daily X Weekly Monthly	5 Month(s)	X Year(s)
	Number	·····
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Boulevard	14. IS RECORD SERIES DUPLICATED ELSEN	
ARMA/Mobile Sources	Yes	X No
Baltimore, MD 21230-1720		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes X No	X None State	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION Retain for 5 years electronically, th	en screen annually & destroy
Yes X No	unnecessary material except: transf	er to Maryland State Archive
	material that has continuing or histo	orical value.
19. NAME AND TITLE OF PREPARER Marcia Ways	20. TELEPHONE NUMBER	21. DATE
Marcia Ways Program Manager	410-537-3286	May 10, 2017

DGS 550-4 (Revised 1/93) -- MDE

E. DEPARTMENT/AGENCY: Maryland Department of the Environment 2. DIVISION : Air and Radiation Management 3. UNIT: Mobile Sources Control Program DEFINITION - Records states - A group of robusted records normally filed and used as a unit for reference as well as referition and disposition purposes. 5. EARLIEST YEAR / LATEST YEAR Administrative Records and Correspondence 5. EARLIEST YEAR / LATEST YEAR 2009 TO Present 6. RECORD SERIES DESCRIPTION (Intelly describe the types of information/decament/forms found in the Series. Include the purpose or function of the Series). General program correspondence and supporting documents for grants/contracts/agreements for Mobile Source related technical/research projects. Credit Card statements and supporting documentation. 7. RECORD SERIES DESCRIPTION (Intelly describe the types of information/decament/forms found in the Series). 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES Computer Type 8. RECORD SERIES SEQUENCE 9. VOLUME 5. File Drawer(s) Microfilm Red(s) 2. Latter Size Microfilm Geographical 1 1 10. ANULALACCUMULATION 3. UNRERT LOCATION(S) (Bidg, filour, Reum) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Second SERIES UPICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg, filour, Reum) 14. IS RECORD SERIES DUPICATED ELSEWHERE? (If yes, specify agency or office) Yes X No	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 3 Of 3	
4. RECORD SERIES TTLE S. EARLIEST VEAR /LATEST VEAR Administrative Records and Correspondence S. EARLIEST VEAR 6. RECORD SERIES DESCRIPTION (briefly describe the types of information/document/forms found in the Series. Include the purpose or function of the Seried). General program correspondence and supporting documents for grants/contracts/agreements for Mobile Source related technical/research projects. Credit Card statements and supporting documentation. 7. RECORD SERIES FORMAT(s) S. RECORD SERIES SEQUENCE X. Latus Size Microfilm Bound Book Floppy Disk X. Latus Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify) Other (Specify) Other (Specify) The EBECOMES INACTIVE AFTER Daily X. Weakly Mannihitis State Computer Tape(s) Daily X. Weakly Mannher Number 12. FILE BECOMES INACTIVE AFTER Daily X. Weakly Mannher Mannher 13. CURRENT LOCATION(S) (Bidg, Flour, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes X. No State Set Set Set Set CHONEN Bif yes, cicl	Environment	Administration .		
General program correspondence and supporting documents for grants/contracts/agreements for Mobile Source related technical/research projects. Credit Card statements and supporting documentation. 9. VOLUME 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME X Lator Size Minotilim Alphabetical 9. VOLUME Legal Size Computer Tape Numerical Other (Specify) Other (Specify) Bound Book Floppy Disk X Chronological 1 File Drawer(s) (Minotilin Reci(s) (Computer Tape(s)) Other (Specify) Video Tape Geographical 1 File Drawer(s) (Minotilin Reci(s)) Other (Specify) I FILE DRAWER(S) (Computer Tape(s)) Computer Tape(s) (Computer Tape(s)) Computer Tape(s) (Computer Tape(s)) Daily X Weekly Monthly 12. FILE BECOMES INACTIVE AFTER Image: Specify ageney or office) 13. CURRENT LOCATION(S) (Bidg, Filor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify ageney or office) Yes Yes X No X No X No 15. ACCESS RESTRICTIONS If yes, cella in thir(s) are restricted aways X None State Federal Independent Yes X	4. RECORDS SERIES TITLE		5. EARLIEST YEAR / LATEST YEAR	
X Letter Size Microfilm Alphabetical 5 File Drawer(s) Microfilm Reci(s) Legal Size Computer Tape Numerical	General program correspondence and suppor	ting documents for grants/contracts/ag	greements for Mobile Source related	
X Letter Size Microfilm Alphabetical 5 File Drawer(s) Legal Size Computer Tape Numerical	7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Legal Size Computer Tape Numerical Other (Specify) Bound Book Floppy Disk X Chronological I Audio Tape Video Tape Geographical 1 File Drawer(s) Microfilm Reck(s) Other (Specify) Video Tape Geographical 1 File Drawer(s) Microfilm Reck(s) Other (Specify) I File Drawer(s) Microfilm Reck(s) Other (Specify) I File Drawer(s) Microfilm Reck(s) Daily X Weekly Monthly		Alphabetical	Microfilm Reel(s)	
Audio TapeVideo TapeVideo TapeGeographical1I. ANNUAL ACCUMULATIONOther (Specify) I File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)1File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)11. FILE IS USED12. FILE BECOMES INACTIVE AFTER I DailyXWeeklyMonthly $= -5$ NumberMonth(s)X13. CURRENT LOCATION(S) (Bildg., Floor, Room) 1800 Washington Boulevard ARMA/Mobile Sources Baltimore, MD 21230-172014. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) YesXYesXNoStateFederalIndependent17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any softwarc/hardware) YesRECOMMENDED RETENTION Retain in office for 5 years then destroy.Recommendent19. NAME AND TITLE OF PREPARER Marcia Ways20. TELEPHONE NUMBER AIO 527 232621. DATE Marci ID 2017	Legal Size Computer Tape	Numerical	Other (Specify)	
Audio TapeVideo TapeGeographicalIFile Drawer(s) Microfilm Recl(s) Computer Tape(s) Other (Specify)Other (Specify)Other (Specify) 1 File Drawer(s) Microfilm Recl(s) Computer Tape(s) Other (Specify)11. FILE IS USED12. FILE BECOMES INACTIVE AFTERDailyXWeeklyMonthly 2 -5 NumberMonth(s)X13. CURRENT LOCATION(S) (Bidg., Floor, Room) 1800 Washington Boulevard ARMA/Mobile Sources Baltimore, MD 21230-172014. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes15. ACCESS RESTRICTIONS If yes, eite law(s) & regs16. AUDIT REQUIREMENTS X NoncXYesXNoXYesXNo17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any softwardhardware) YesRECOMMENDED RETENTION Retain in office for 5 years then destry.YesXNo19. NAME AND TITLE OF PREPARER Marcia Ways20. TELEPHONE NUMBER AIIO 527, 228621. DATE Mer: 10, 2017	Bound Book Floppy Disk	X Chronological		
II. FILE IS USED II. FILE BECOMES INACTIVE AFTER Daily X Weekly Monthly			1 File Drawer(s) Microfilm Reel(s)	
Daily X Weckly Monthly Month(s) X Year(s) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes X No 1800 Washington Boulevard ARMA/Mobile Sources Yes X No X No 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS X No X No Yes X No X None State Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) KECOMMENDED RETENTION Retain in office for 5 years then destroy. Yes X No 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Marcia Ways Marcia Ways Marcia 2236 Marcia 2236 Marcia 2217	Other (Specify)	Other (Speerry)	Other (Specify)	
Number 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 1800 Washington Boulevard ARMA/Mobile Sources Baltimore, MD 21230-1720 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes X Yes X <t< td=""><td>11. FILE IS USED</td><td>12. FILE BECOMES INACTIVE AFTER</td><td></td></t<>	11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
1800 Washington Boulevard ARMA/Mobile Sources Baltimore, MD 21230-1720 Yes X No 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS Independent Yes X No X None 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes RECOMMENDED RETENTION 	Daily X Wcckly Monthly		X Year(s)	
ARMA/Mobile Sources Baltimore, MD 21230-1720 I5. ACCESS RESTRICTIONS If yes, cite law(s) & regs I6. AUDIT REQUIREMENTS Yes X No X No X RECOMMENDED RETENTION Retain in office for 5 years then destroy. Yes X No Yes X No 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Marcia Ways 410, 527, 2286 May 10, 2017				
Yes X No X None State Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) RECOMMENDED RETENTION Retain in office for 5 years then destroy. Yes X No No No Independent 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Marcia Ways 410, 537, 3286 May 10, 2017		103		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) RECOMMENDED RETENTION Yes X No 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Marcia Ways 410, 527, 3286 May 10, 2017	15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
describe any software/hardware) Retain in office for 5 years then destroy. Yes X No 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Marcia Ways 410, 537, 3286 May 10, 2017	Yes X No	X None State	Federal Independent	
19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Marcia Ways 410, 527, 3286 May 10, 2017			troy.	
Marcia Ways 410 537 3286 May 10 2017	Yes X No			
105272296 1002017		20. TELEPHONE NUMBER	21. DATE	
	•	410-537-3286	May 10, 2017	

DGS 550-4 (Revised 1/93) -- MDE

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	EPARATE FORM FOR EACH NEW/REVISED RECORDS MANAGEMENT DIVISION					
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MAR (410) 79	YLAND 20794	Page 1 of 5			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Maryland Department of the Environment	Air & Radiation Mana Administration	agement	Mobile Sources Control Program			
DEFINITION – Record Series - A group of rel and dispositic		tronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Vehicle Emissions Inspection Program (VEIP reports) test data, and related	d analyses and	2009 To Present			
6 INPUT - Identify source of information to	be entered 7 C	OUTPUT - Identify the u	use/s of information generated by system			
NA	NA	N				
8 ELECTRONIC RECORD SERIES DESCR			/documents/forms purpose and function of the system.			
The information in this series is used in supp performance. Information in this series inclue data elements.	ort of the VEIP throug des vehicle test record	h data analyses used Is and results, periodi	to identify and track trends and c summary reports, analyses of specific			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.						
Inter-department use is allowed with permiss Outside access to this information is not perm						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR RE	VISING INFORMATI	ON IN THE SYSTEM			
Consistently updated as new information is re	eceived.					
11 SPECIFY THE LOCATION AND MEDIA Ensure the record's retention and usabilit						
ARMA on 'Mde17_vs_server\Data17' (L:)						
MDE Mobile Sources shared drive: L:\MobileSrcs\ Individual vehicle test records are received and maintained on disk						
12 RECOMMENDED RETENTION						
Retain for 5 years then screen annually and destroy material no longer needed.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE N	UMBER	15 DATE			
Marcia Ways	410-537-32	86	May 10, 2017			
16 TITLE OF PREPARER		FOR PERMANENT	RECORDS COMPLETE ALSO			
Program Manager						
DGS 550-6						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	JESSUP,	MARYLAND 20794 10) 799-1930	Page 2 of 5				
COMAR 14.18.04		<u> </u>					
1 DEPARTMENT/AGENCY	2 DIVISION		3 .UNIT				
Maryland Department of the Environment	Air & Radiation Administration	n Management	Mobile Sources Control Program				
DEFINITION – Record Series - A group of re and disposition		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Heavy-duty Diesel Smoke Testing Program [Data, and Relate	d Analyses and Reports	20089 To Present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system				
NA		NA					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series Include					
contained in a series. Include purpose and function of the system. This series contains information related to the heavy-duty vehicle smoke program. The information contained in this series includes, but is not limited to, test data from MSP and MdTAP, summary analyses of data, and information related to the certified diesel emission repair (CDER) data.							
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
Inter-department use is allowed with permission. Outside access and alterations to data/text are not permitted.							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM				
Consistently updated as new information is re	eceived.						
11 SPECIFY THE LOCATION AND MEDIA Ensure the record's retention and usabilit							
ARMA on 'Mde17_vs_server\Data17' (L:) MDE Mobile Sources shared drive: L:\MobileSrcs\ Local drive on staff engineer's computer							
12 RECOMMENDED RETENTION							
Retain for 5 years then screen annually and destroy any material that is no longer needed.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE				
Marcia Ways	410-5	37-3286	May 10, 2017				
16 TITLE OF PREPARER FOR PERMANENT RECORDS COMPLETE ALSO Program Manager DGS 550-6A							
DGS 550-6							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	ISED DEPARTMENT OF GENERAL SERVICES ELECTRONIC RECORDS INVENTOR					
ELECTRONIC RECORD SERIES. FORWARD		OO ROAD, P.O. BOX 275 MARYLAND 20794				
RECORDS RETENTION SCHEDULE (DGS 550-1)	(4	10) 799-1930	Page 3 of 5			
COMAR 14.18.04			·			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Maryland Department of the Environment	Air & Radiation	n Management	Mobile Sources Control Program			
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
CERF / MCET / FIS Databases			2009 To Present			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
NA		NA				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.			
This series contains repair technician, repair performance of these entities. The information	on in this series i	ncludes records of entities				
Facilities, Master Certified Emissions Technic	cians and Fleet I	nspection Stations.				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Inter-department use is allowed with permiss	ion. Outside acc	ess is restricted.				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Consistently updated as new information is re	eceived.					
11 SPECIFY THE LOCATION AND MEDIA (Ensure the record's retention and usabilit						
ARMA on 'Mde17_vs_server\Data17' (L:)						
MDE Mobile Sources shared drive: L:\Mobile	Srcs\					
12 RECOMMENDED RETENTION						
Retain for 5 years electronically then screen annually and destroy material that is no longer needed.						
13 TYPED OR PRINTED NAME OF PREPARER	NTED NAME OF 14 TELEPHONE NUMBER 15 DATE					
Marcia Ways	410-537-3286		May 10, 2017			
16 TITLE OF PREPARER FOR PERMANENT RECORDS COMPLETE ALSO						
Program Manager DGS 550-6A						
DGS 550-6						
	<u></u>	,				

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 4 of 5			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Maryland Department of the Environment	Air & Radiation Administration	Management	Mobile Sources Control Program			
DEFINITION – Record Series - A group of rel and dispositic		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
VEIP Facility Audit Data and Reports			2009 To Present			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
NA		NA				
8 ELECTRONIC RECORD SERIES DESCR						
	contained in a series. Include purpose and function of the system. This series is used in support of the VEIP through data analyses to identify and track trends and performance. This series contains records of audits of state VEIP stations, Fleet Inspection Stations, and Certified Emissions Repair Facilities, and summary reports of audit results.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.						
Inter-department use is allowed with permission. Outside alterations to data/text are not permitted.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Consistently updated as new information is received.						
11 SPECIFY THE LOCATION AND MEDIA Ensure the record's retention and usabilit						
ARMA on 'Mde17_vs_server\Data17' (L:) MDE Mobile Sources shared drive: L:\MobileSrcs\						
12 RECOMMENDED RETENTION						
Retain for 5 years electronically then screen annually and destroy material no longer needed.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Marcia Ways	410-537	-3286	May 10, 2017			
16 TITLE OF PREPARER	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A					
Program Manager						
DGS 550-6						

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	MARYLAND 20794 10) 799-1930	Page 5 of 5				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Maryland Department of the Environment	Air & Radiation Administration	Management	Mobile Sources Control Program				
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Mobile Source modeling data, related analyse documentation	es and reports, a	nd technical	2009 TO Present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
NA		NA					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.				
This data is used to perform the mobile mode analyses and other related work. The inform and age distributions, fuel characteristic data technical documentation of the methodologie	ation contained in meteorological	n this series includes but is	not limited to VMT, vehicle population				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
Inter-department use is allowed with permissi	ion. Outside alte	rations to data/text are not	t permitted.				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM				
Consistently updated as new information is re	eceived.						
11 SPECIFY THE LOCATION AND MEDIA (Ensure the record's retention and usability			, , , , , , , , , , , , , , , , , , , ,				
ARMA on 'Mde17_vs_server\Data17' (L:) MDE Mobile Sources shared drive: L:\MobileSrcs\ Local drives on staff engineer PCs							
12 RECOMMENDED RETENTION							
Retain for 5 years electronically then screen annually and destroy material no longer needed.							
13 TYPED OR PRINTED NAME OF PREPARER	IE OF 14 TELEPHONE NUMBER 15 DATE						
Marcia Ways	410-537-3286 May 10, 2017						
16 TITLE OF PREPARER FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A Program Manager							
DGS 550-6			·				

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