

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2918
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Agency Information

Department / Agency	Maryland Department of Transportation (MDOT) The Secretary's Office (TSO)
Division / Unit	Office of Real Estate and Economic Development (ORED)
Vision Statement	ORED facilitates Transit-Oriented Development (TOD) projects; generates tax revenue for the State by disposing of excess MDOT real estate; provides real estate-related policy development and oversight; implements innovative financing and delivery mechanisms for large infrastructure projects; enhances communities through high-priority economic development-related projects; and strives to be an entrepreneurial, business-oriented organization, interfacing with Maryland's development community.

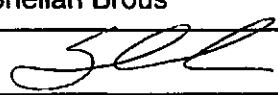
Schedule Information

Supersedes Schedule(s)	N/A
Amends Schedule(s)	N/A

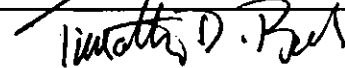
Preparer Information

Name of Preparer	Christian Skipper
Title of Preparer	Regulations and Records Manager
Preparer Email Address	cskipper1@mdot.state.md.us
Preparer Telephone Number	410-865-1154
Date	December 11, 2018

Agency Approval

Name of Records Officer	Sheilah Brous
Records Officer Signature	
Date	12/11/2018

State Archivist Approval

State Archivist Signature	
Date	2-26-19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2914 (To be completed by DGS/Records Management Division)
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Records Series Title: General Correspondence	Page 1 of 9
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Record Series Content	Topical files may contain, but are not limited to, letters, memos, and reports. If papers are scanned, the digital version is maintained as a reference copy and destroyed when no longer needed. Correspondence that is inherent to another series is maintained according to the retention period of that series, while ombudsman correspondence is found in Item 2.
Record Series Function	Tracks and documents incoming and outgoing communication.
Organization/Arrangement	Alphabetical by Subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	2 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	1 drawer
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 – Office of Real Estate and Economic Development; Reference copies on network share drive.
Audit Requirements	Audited annually by the State
Date Span	2000 – 2018
Completeness /Gaps	Complete

Schedule Item Number	1
Retention	Retain files for 5 years and then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2918 (To be completed by DGS/Records Management Division)
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Records Series Title: Public Access Ombudsman Correspondence	Page 2 of 4
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Record Series Content	Files may contain but are not limited to letters, memos, and reports. A logbook was used to track incoming and outgoing correspondence, but this is now tracked in an Excel spreadsheet. These records are distinct from General Correspondence (Item 1) because they relate exclusively to inquiries from the Public Access Ombudsman.
Record Series Function	Document responsiveness to inquiries received from Maryland's Public Access Ombudsman.
Organization/Arrangement	Alphabetical by Subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	PDF, Logbook, Excel Spreadsheet
Volume (file drawers, gigabytes, etc.)	2.52 MB, 1 drawer (1 book, 1 spreadsheet)
Annual Accumulation (file drawers, gigabytes, etc.)	1 MB, 1 drawer
Current Location	Logbook: 7201 Corporate Center Drive, Hanover, Maryland 21076 – Office of Real Estate and Economic Development; PDFs and Spreadsheet on network share drive.
Audit Requirements	Audited annually by the State
Date Span	2015 – 2018
Completeness /Gaps	Complete

Schedule Item Number	2
Retention	Retain files for 2 years and then destroy. Tracking data in logbook or Excel spreadsheet is to be deleted when related file is destroyed.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2918 (To be completed by DGS/Records Management Division)
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Records Series Title: Transit-Oriented Development (TOD) Files	Page 3 of 9
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Record Series Content	Completed files may contain, but are not limited to, solicitations, clearances, external information, reports, plats, market studies, environmental reports, agreements, and leases.
Record Series Function	TODs are a form of development that maximizes the amount of residential, commercial, office, and space located walking distance of public transport (generally within a ½ mile radius from transit stations). This development requires collaboration with developers, State agencies and Governments, county officials, and municipalities and is intended to increase public transport ridership by reducing the use of private cars and by promoting sustainable urban growth. Development is long-term, approximately 15-20 years to complete, with associated leases that may be as long as 99 years.
Organization/Arrangement	Alphabetical by Subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	PDF, paper
Volume (file drawers, gigabytes, etc.)	10 GB and 4 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	700 MB and 1 file drawer
Current Location	Paper: 7201 Corporate Center Drive, Hanover, Maryland 21076 – Office of Real Estate and Economic Development; PDFs maintained on network share drive and Microsoft SharePoint.
Audit Requirements	Audited annually by the State
Date Span	2010 – 2018
Completeness /Gaps	Complete

Schedule Item Number	3
Retention	Retain for 50 years after project completion and until auditing period has expired, then transfer digital version to Maryland State Archives. Paper reference copies of digital originals are destroyed when no longer needed for current business.
Justification for	Files document long-term relationships between multiple government agencies and private

Permanent Retention	businesses. They also serve to document the office's historical evolution, as they convey the fulfillment of its vision statement: "ORED facilitates Transit Oriented Development (TOD) projects; generates tax revenue for the State by disposing of excess departmental real estate; provides real estate-related policy development and oversight; implements innovative financing and delivery mechanisms for large infrastructure projects; enhances communities through high-priority economic development-related projects; and strives to be an entrepreneurial, business- oriented organization, interfacing with Maryland's development community."
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2918 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Special Projects		Page 5 of 9

Record Series Content	Completed files may contain general correspondence, reports, agreements, leases, and supporting documents. Ongoing records related to these projects are also maintained by the relevant Transportation Business Units.
Record Series Function	Special projects are joint developments that are not transit oriented developments or public-private partnerships between the State of Maryland, private sector, and/or local jurisdictions that provide an economic benefit to the State of Maryland. Development is long-term, approximately 15-20 years to complete, with associated leases that may be as long as 99 years.
Organization/Arrangement	Alphabetical by Subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	PDF and paper files
Volume (file drawers, gigabytes, etc.)	1 GB and 3 file cabinets
Annual Accumulation (file drawers, gigabytes, etc.)	2 MB and 3 drawers
Current Location	Paper: 7201 Corporate Center Drive, Hanover, Maryland 21076 – Office of Real Estate and Economic Development; PDFs on network share drive.
Audit Requirements	Audited annually by the State
Date Span	2010 – 2018
Completeness /Gaps	Complete
Schedule Item Number	4
Retention	Scan paper files to Maryland State Archives standards. Retain paper and electronic files until project completion, termination of the lease (if applicable), and the audit period expires, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2918 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Clearance and Disposition of Property		Page 6 of 9

Record Series Content	Files may contain, but are not limited to, internal/external clearances, letters, appraisals, reports, settlement documents, and copies of deeds derived from MDLandRec. These pertain to MDOT TSO and all Transportation Business Units.
Record Series Function	Records are maintained to track and report the disposition of State-owned property.
Organization/Arrangement	Alphabetical by Subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	Paper and PDF, JPEG
Volume (file drawers, gigabytes, etc.)	15 GB share drive, 8 four-drawer cabinets; closed files in high density storage.
Annual Accumulation (file drawers, gigabytes, etc.)	890 MB, 1 four-drawer cabinet
Current Location	Paper: 7201 Corporate Center Drive, Hanover, Maryland 21076 – Office of Real Estate and Economic Development and 3 rd floor high density storage; PDFs on network share drive.
Audit Requirements	Audited annually by the State
Date Span	2000 – 2018
Completeness /Gaps	Complete

Schedule Item Number	5
Retention	Scan paper files to Maryland State Archives standards. Retain paper and electronic files until contract completion or transfer of the property, whichever is later, and until auditing period has expired, then destroy paper files. Retain digital version for 50 additional years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2918 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Contracts	Page 7 of 9	

Record Series Content	Files may contain, but are not limited to, correspondence, task orders, deliverables, contracts, and agreements.
Record Series Function	Real Estate Development Services: Advisory Services and Technical Services. Signage contract for advertisement.
Organization/Arrangement	Alphabetical by Subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	PDF and paper files
Volume (file drawers, gigabytes, etc.)	1.09 GB, 2 file cabinets
Annual Accumulation (file drawers, gigabytes, etc.)	283 MB, 1 drawer
Current Location	Paper: 7201 Corporate Center Drive, Hanover, Maryland 21076 – Office of Real Estate and Economic Development; PDFs on network share drive.
Audit Requirements	Audited annually by the State
Date Span	2010 – 2018
Completeness /Gaps	Complete

Schedule Item Number	6
Retention	Scan paper files to Maryland State Archives standards. Retain paper and electronic files until contract completion and until auditing period has expired, then destroy paper files. Retain digital version for 12 additional years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2918 (To be completed by DGS/Records Management Division)
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Records Series Title: Director's Personnel Files	Page 8 of 9
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Record Series Content	Unofficial records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, leave requests, award recommendations, and other records on individual employees who fall under a supervisor.
Record Series Function	Reference material for supervisors on their immediate staff. Official personnel file is maintained by the Office of Human Resources within MDOT TSO.
Organization/Arrangement	Alphabetical
Indexing System	None
Restrictions (Law or Regulation Citation)	Personally Identifiable Information (PII)
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	4 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	1 drawer
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 – Office of Real Estate and Economic Development.
Audit Requirements	Audited annually by the State
Date Span	2008 - 2018
Completeness /Gaps	Complete

Schedule Item Number	7
Retention	Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2916 (To be completed by DGS/Records Management Division)
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Records Series Title: Budget Reports	Page 9 of 9
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Record Series Content	Periodic status reports on ORED’s proposed rate of expenditure, appropriations, obligations, apportionments, and outlays.
Record Series Function	Document the expenditures and projected financial needs of the office.
Organization/ Arrangement	Chronological by Fiscal Year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	PDF, Paper
Volume (file drawers, gigabytes, etc.)	30 MB and 4 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	948 KB and 1 file drawer
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 – Office of Real Estate and Economic Development; PDF reference copies on network share drive.
Audit Requirements	Audited annually by the State
Date Span	2011 - 2018
Completeness /Gaps	Complete

Schedule Item Number	8
Retention	Retain full fiscal year reports for 5 years, then destroy. Retain all other budget reports for 3 years, then destroy.
Justification for Permanent Retention	N/A