

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	<span style="font-size: 1.2em;">2919</span>
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### Agency Information

Department / Agency	Maryland Department of Transportation (MDOT) The Secretary's Office (TSO)
Division / Unit	Office of Procurement
Vision Statement	MDOT procures nearly \$2 billion worth of goods and services each year. We procure a wide range of goods, from vehicle license plate stickers to multi-million dollar container cranes for use at our marine terminals. We also procure items such as construction, archeological, environmental, maintenance and commodities such as lumber, office equipment and portable stairs to assist in boarding airplanes. We are truly a procurement organization that is charged with maintaining our state of the art transportation system.

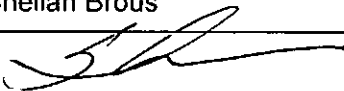
### Schedule Information

Supersedes Schedule(s)	2388
Amends Schedule(s)	

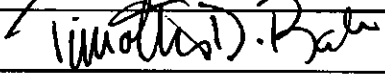
### Preparer Information

Name of Preparer	Samantha Buchanan
Title of Preparer	Senior Procurement Processes & Compliance Manager
Preparer Email Address	<a href="mailto:sbuchanan@mdot.state.md.us">sbuchanan@mdot.state.md.us</a>
Preparer Telephone Number	(410) 865-1122
Date	January 2, 2019

### Agency Approval

Name of Agency Records Officer	Sheilah Brous
Agency Records Officer Signature	
Date	1/2/19

### State Archivist Approval

State Archivist Signature	
Date	2-26-19

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

Schedule No. **2919**  
(To be completed by DGS/Records Management Division)

**Records Series Title: Board of Public Works  
(BPW) Briefing Files**

**Page 1 of 10**

<b>Record Series Content</b>	Files containing content related to items discussed at BPW meetings; these pertain to projects being undertaken using state funds. Files include contracts, procurement method, funding source, and supporting documentation (manuals, technical provisions, etc.).
<b>Record Series Function</b>	Prepared by Office of Procurement as briefings on material to be used at BPW meetings.
<b>Organization/Arrangement</b>	Alphabetical by project name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper (1992 - 2014) Digital: PDF (2015+)
<b>Volume (file drawers, gigabytes, etc.)</b>	52 shelves 1 - 4+ GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - 4+ GB
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - High Density File Room, 3 <sup>rd</sup> Floor MDOT TSO Computer Network - Shared Drive Microsoft SharePoint
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1992 - 2018
<b>Completeness /Gaps</b>	Complete

<b>Schedule Item Number</b>	1
<b>Retention</b>	Retain for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2919</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Board of Public Works (BPW) Agenda Backups</b>	<b>Page 2 of 10</b>
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<b>Record Series Content</b>	Files containing copies of BPW agendas. These are derived from Item 1 - BPW Briefing Files.
<b>Record Series Function</b>	Maintained as reference backups on BPW meetings. Additional copy is retained in the relevant Transportation Business Unit's (TBU's) contract files, while the original is maintained by the BPW.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper (2009 - 2014) Digital: PDF (2015+)
<b>Volume (file drawers, gigabytes, etc.)</b>	52 shelves 1 - 4+ GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - 4+ GB
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - High Density File Room, 3 <sup>rd</sup> Floor MDOT TSO Computer Network - Shared Drive Microsoft Sharepoint
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2009 - 2014
<b>Completeness /Gaps</b>	Complete

<b>Schedule Item Number</b>	2
<b>Retention</b>	Retain for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2914</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Subject Files</b>	<b>Page 3 of 10</b>
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<b>Record Series Content</b>	Files containing memos, notes, and reference copies of correspondence on general subjects including vendors, events, etc.
<b>Record Series Function</b>	Reference material to refer back to later.
<b>Organization/Arrangement</b>	Alphabetical by subject
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.2 file drawers
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - High Density File Room, 3 <sup>rd</sup> Floor
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2009 - 2018
<b>Completeness /Gaps</b>	Complete

<b>Schedule Item Number</b>	3
<b>Retention</b>	Retain for 1 year or until no longer needed for current business, whichever is later, then destroy.
<b>Justification for Permanent Retention</b>	None

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

Schedule No. 2919  
 (To be completed by DGS/Records Management Division)

Records Series Title: Transportation Professional Services Selection Board (TPSSB) Meeting Minutes		Page 4 of 10
Record Series Content	Meeting minutes of the TPSSB.	
Record Series Function	Document discussions and decisions made by the TPSSB. The TPSSB was authorized in 1974 (Chapter 732, Acts of 1974). When a contract exceeds \$200,000, the TPSSB makes recommendations to the Board of Public Works (BPW) on the award of contracts for architectural or engineering services needed by the Department. As of October 1, 2017, the TPSSB no longer meets, nor reviews and provides recommendations to the BPW concerning architectural/engineering contracts.	
Organization/Arrangement	Chronological	
Indexing System	None	
Restrictions (Law or Regulation Citation)	None	
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper (1974 - 2013) Digital: PDF (2010 - 2017)	
Volume (file drawers, gigabytes, etc.)	1 file drawer 4 MB	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - High Density File Room, 3 <sup>rd</sup> Floor MDOT TSO Computer Network - Shared Drive	
Audit Requirements	Subject to internal audits	
Date Span	1974 - 2017	
Completeness /Gaps	Complete	
Schedule Item Number	4	
Retention	Retain for 1 year, then transfer to the Maryland State Archives.	
Justification for Permanent Retention	Documents the development of large-scale transportation projects and their approval by the BPW. These transportation project reveal Maryland's funding of infrastructure and leave a lasting historical footprint on the State.	

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

Schedule No. **2919**  
(To be completed by DGS/Records Management Division)

<b>Records Series Title: Transportation Professional Services Selection Board (TPSSB) Meeting Agendas</b>		<b>Page 5 of 10</b>
<b>Record Series Content</b>	Meeting agendas of the TPSSB.	
<b>Record Series Function</b>	Document planned meeting topics. The TPSSB was authorized in 1974 (Chapter 732, Acts of 1974). When a contract exceeds \$200,000, the TPSSB makes recommendations to the BPW on the award of contracts for architectural or engineering services needed by the Department. As of October 1, 2017, the TPSSB no longer meets, nor reviews and provides recommendations to the BPW concerning architectural/engineering contracts.	
<b>Organization/Arrangement</b>	Chronological	
<b>Indexing System</b>	None	
<b>Restrictions (Law or Regulation Citation)</b>	None	
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper (2008 - 2013) Digital: PDF (2010 - 2017)	
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer 3 MB	
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	None	
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - File Room, 3 <sup>rd</sup> Floor MDOT TSO Computer Network - Shared Drive	
<b>Audit Requirements</b>	None	
<b>Date Span</b>	2008 - 2017	
<b>Completeness /Gaps</b>	Complete	
<b>Schedule Item Number</b>	5	
<b>Retention</b>	Retain for 3 years, then destroy.	
<b>Justification for Permanent Retention</b>	None	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 29/q</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Transportation Professional Services Selection Board (TPSSB) Meeting Recordings</b>	<b>Page 6 of 10</b>
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<b>Record Series Content</b>	Recorded meetings of the TPSSB.
<b>Record Series Function</b>	Document verbatim meeting proceedings. The TPSSB was authorized in 1974 (Chapter 732, Acts of 1974). When a contract exceeds \$200,000, the TPSSB makes recommendations to the BPW on the award of contracts for architectural or engineering services needed by the Department. As of October 1, 2017, the TPSSB no longer meets, nor reviews and provides recommendations to the BPW concerning architectural/engineering contracts.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Cassette tape
<b>Volume (file drawers, gigabytes, etc.)</b>	1 cubic foot
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	None
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - File Room, 3 <sup>rd</sup> Floor
<b>Audit Requirements</b>	None
<b>Date Span</b>	2007 - 2017
<b>Completeness /Gaps</b>	Complete

<b>Schedule Item Number</b>	6
<b>Retention</b>	Retain for 3 years, then destroy.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>		<b>Schedule No. 2919</b> (To be completed by DGS/Records Management Division)
<b>Records Series Title: Transportation Professional Services Selection Board (TPSSB) Reports</b>		<b>Page 7 of 10</b>
<b>Record Series Content</b>	Reports outlining goals, accomplishments, and project summaries in each fiscal year.	
<b>Record Series Function</b>	Summarize key developments and operations at the TPSSB. The TPSSB was authorized in 1974 (Chapter 732, Acts of 1974). When a contract exceeds \$200,000, the TPSSB makes recommendations to the BPW on the award of contracts for architectural or engineering services needed by the Department. As of October 1, 2017, the TPSSB no longer meets, nor reviews and provides recommendations to the BPW concerning architectural/engineering contracts.	
<b>Organization/Arrangement</b>	Chronological	
<b>Indexing System</b>	None	
<b>Restrictions (Law or Regulation Citation)</b>	None	
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF	
<b>Volume (file drawers, gigabytes, etc.)</b>	1 shelf	
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	None	
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Procurement MDOT TSO Computer Network - Shared Drive Microsoft Sharepoint	
<b>Audit Requirements</b>	None	
<b>Date Span</b>	2005-2015	
<b>Completeness /Gaps</b>	Complete	
<b>Schedule Item Number</b>	7	
<b>Retention</b>	Retain for 1 year, then transfer to the Maryland State Archives. Retain public access copy on the MDOT public website for 7 years and then remove.	
<b>Justification for Permanent Retention</b>	These final reports offer a snapshot of the agency's evolution and accomplishments during each fiscal year. They include statistics that will be helpful in future analysis of the TPSSB's activity.	



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

Schedule No. **2919**  
 (To be completed by DGS/Records Management Division)

Records Series Title: Contract Files

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Record Series  
 Content

Files containing:

Pre-Advertisement  
 Requisition Request  
 Scope of Work  
 Price/Bid Form  
 Fund Certificate - Signed  
 Engineer's Estimate  
 Solicitation Documents - Draft & Final, Including General Conditions  
 Procurement Review Group (PRG) Forms - Signed  
 Legal Sufficiency & Form Approval  
 Correspondence  
 Federal Transit Administration (FTA) Checklist - 6.1, 6.2, 6.4 (If Applicable)  
 Living Wage Tier Determination  
 Prevailing Wage Documentation - Construction Only  
 Hiring Agreement Determination (If Applicable)  
 Waivers (If Applicable)  
 Control Agency Approval (If Applicable)  
 MDOT TSO Approval on Minority Business Enterprise/Disadvantaged Business Enterprise (MBE/DBE) Goal If ≥ \$15 (If Applicable)  
 Governor's Office of Small, Minority & Women Business Affairs (GOSBA) Approval on MBE/DBEW Goal If ≥ \$25 (If Applicable)  
 Procurement Officer's Determination (POD) Procurement Method Request/POD Multi-step/Sole Source/Emergency (If Applicable)

Advertisement  
 eMaryland Marketplace (EMM) Posting Confirmation  
 Direct Solicitation Documentation  
 Pre-Bid/Proposal Conference Summary  
 Correspondence  
 EMM Bidders List  
 Addenda  
 Questions/Responses from Vendors

Evaluation/Pre-Award  
 Bid Tab/Bid Proposal Receipt  
 Bid Opening Attendance Sheet  
 References Check  
 Bid Opening and Results Form (Two Signatures)  
 Confirmation on No Bids/Proposals  
 Proposals Evaluation (RFP/Multi-Step Process)  
 Bidder/Offerors' MBE Documentation  
 Recommendation of Award (Signed - RFP/Multi-Step)  
 MBE Analysis  
 Tax Clearance (SDAT Control No.) on Awardee  
 Fair & Reasonable Analysis  
 Debarment List Review/Sam.gov Verification  
 Cure Notices/Responses  
 Notification to Bidders/Proposals of Award or Non-Award and Debriefing Documents  
 Negotiations (BAFOs)  
 Control Agency Award Approval

	<p>Evaluators' Confidentiality Forms  Price/Offer Extension (If Applicable)  Correspondence  POD on Award  Technical Evaluation with Evaluator Signatures  Letter of Intent  Bid Bonds  Request for Password Emails  Affidavits</p> <p><u>Award</u>  Contract (Signed with Legal Review &amp; Sufficiency, Contractor and Secretary)  Non-Disclosure Affidavit  Contract Affidavit  BPW Agenda/Backup/DCAR  Conflict of Interest Affidavit and Disclosure  Insurance (Accord)  Criminal Background Affidavit  Electronic Approval Entries (FMIS)  Revised Fund Certificate (If Applicable)  MBE Forms C &amp; D  Award Notification to Vendor  Performance/Payment Bonds  EMM Post Award Notice (After Approval)  Correspondence  Notice to Proceed (NTP)  Executed Task Order Agreement</p>
<b>Record Series Function</b>	Document the terms, background, and fulfilment of contracts made between the Office of Procurement and third parties.
<b>Organization/ Arrangement</b>	Papers color-coded by contract category, solicitation type (e.g. proposal, bid, etc.), and contract ID New contracts are scanned and stored in digital file folders
<b>Indexing System</b>	Financial Management Information Systems (FMIS) or EMM maintained by Department of General Services
<b>Restrictions (Law or Regulation Citation)</b>	MD Code, General Provisions, § 4-335. Trade secrets; confidential information
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper
<b>Volume (file drawers, gigabytes, etc.)</b>	28 file drawers 8.6 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2.5 file drawers 2 GB
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - High Density File Room, 3 <sup>rd</sup> Floor MDOT TSO Computer Network - Shared Drive Microsoft Sharepoint

<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	Approximately 2009 - current
<b>Completeness /Gaps</b>	Complete

<b>Schedule Item Number</b>	8
<b>Retention</b>	When scanned, scan to Maryland State Archives standards. Retain scans and paper for 7 years after completion of contract or according to contract terms, whichever is later, then destroy.
<b>Justification for Permanent Retention</b>	None