

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> (To be completed by DGS/Records Management Division)	2923
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### Agency Information

Department / Agency	Maryland Transportation Authority (MDTA)
Division / Unit	
Vision Statement	The Maryland Transportation Authority will provide a transportation network of highways, bridges and tunnels where safety, efficiency and excellent customer service are priorities.

### Schedule Information

Supersedes Schedule(s)	2707
Amends Schedule(s)	

### Preparer Information

Name of Preparer	Sarah Clifford
Title of Preparer	Process Improvement Analyst
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Preparer Telephone Number	(410) 537-1030
Date	April 10, 2019

### Agency Approval

Name of Agency Records Officer	Sheilah F. Brous
Agency Records Officer Signature	<i>Sheilah F. Brous</i>
Date	April 10, 2019

### State Archivist Approval

State Archivist Signature	<i>Matthew D. Baker</i>
Date	5-29-2019

<div>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</div>	<div>Schedule No. 2923 (To be completed by DGS/Records Management Division)</div>
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Asset Control and Damage Recovery - Policies	Page 2 of 173
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Record Series Content	Contains policy language and binders for the excess property insurance policies as well as the information for the self-insurance portion of the MDTA coverage.
Record Series Function	Support the Trust Agreement that a book of insurance must be kept on our infrastructure. The official version of these records is maintained by the State Treasurer's Office.
Organization/Arrangement	Chronological by renewal calendar year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	3 boxes Approximately 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	½ of 1 box Approximately 25 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	None
Date Span	2007 - 2010
Completeness/Gaps	Complete

Schedule Item Number	1
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 10 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Asset Control and Damage Recovery - Insurance Deductible Invoices	Page 3 of 173
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Record Series Content	Contains MDTA claims that have deductibles due on them. Received quarterly from the State Treasurer's Office.
Record Series Function	Track and reimburse the State Insurance Trust Fund our deductible for claims paid by self-insurance.
Organization/Arrangement	Chronological by quarterly receipt and payment
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 box Approximate: 50MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 box Approximate: 15MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224
Audit Requirements	Subject to internal audits
Date Span	2014 - current
Completeness/Gaps	Complete

Schedule Item Number	2
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Asset Control and Damage Recovery - Yearly Insurance Survey	<b>Page 4 of 173</b>
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Record Series Content	Contains data and information regarding the monetary values of the MDTA buildings and their contents, fleet vehicles, marine vessels, and fine art.
Record Series Function	Assists with self-insurance evaluation and claim handling.
Organization/Arrangement	Chronological by calendar year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	3 - 4 Boxes Approximately 50 MB
Annual Accumulation (file drawers, gigabytes, etc.)	< 1 box Approximately 10 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2008 - current
Completeness/Gaps	Complete

Schedule Item Number	3
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Asset Control and Damage Recovery - Yearly Renewal Documentation for MDTA Policies	Page 5 of 173
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Record Series Content	Contains the data and documentation requested from the insurance brokers to renew our agency policies (includes infrastructure inspection reports).
Record Series Function	Data that is provided to the brokers to procure the excess insurance policies to protect our infrastructure against catastrophic losses (weather events, terrorism, etc.).
Organization/Arrangement	Chronological by calendar year - policies renew in December of current year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	4 - 5 boxes Approximately 50 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 box Approximately 10 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2010 - current
Completeness/Gaps	Complete

Schedule Item Number	4
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained 3 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2023 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Asset Control and Damage Recovery - Closed Insurance Claims	Page 6 of 173
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Record Series Content	Folders containing the documentation involved in the recovery process of claim and the copy of the reimbursement check.
Record Series Function	Track the damages that have been reimbursed or pursued in the past years.
Organization/Arrangement	Chronological by date of loss
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	10 - 15 boxes plus 3 filing cabinet drawers Approximate 1GB
Annual Accumulation (file drawers, gigabytes, etc.)	2 - 3 boxes Approximate 50MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	January 2014 - current
Completeness/Gaps	Complete

Schedule Item Number	5
Retention	Hardcopies are scanned to Maryland State Archives standards and are then destroyed. Scans and born-digital records are retained for 3 years and are then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Asset Control and Damage Recovery - Inventory Transaction Form (141 Forms)	<b>Page 7 of 173</b>
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Record Series Content	Contains the information and location of purchases of fixed assets.
Record Series Function	Forms track the purchases of all fixed assets.
Organization/Arrangement	Numerical by barcode asset number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	5 drawer filing cabinet Approximately 2 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 drawer Approximately 30 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	Approximately 2005 - current
Completeness/Gaps	Complete

Schedule Item Number	6
Retention	Hardcopies are scanned to Maryland State Archives standards and are then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been completed, whichever is longer. Then digital version is stored on physical media, transferred to the State Records Center for an additional 3 years, and then destroyed. Local digital version is destroyed after physical media is created.
Justification for Permanent Retention	None



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Records Series Title: MDTA Asset Control and Damage Recovery - Missing and Stolen Forms	Page 8 of 173
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Record Series Content	Contains listing and police reports for all items that have been declared missing and/or stolen.
Record Series Function	Documents all items reported to Department of General Services (DGS) as missing and/or stolen.
Organization/Arrangement	Numerical by DGS Control Number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF (last 2 years)
Volume (file drawers, gigabytes, etc.)	1 cabinet drawer and 5 - 10 boxes Approximately 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 box Approximately 25 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	3 years and/or Office of Legislative Audits (OLA) audit cycle
Date Span	2010 - current
Completeness/Gaps	Complete

Schedule Item Number	7
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been completed, whichever is longer. Then digital version is stored on physical media, transferred to the State Records Center for an additional 3 years and then destroyed. Local digital version is destroyed after physical media is created.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Asset Control and Damage Recovery - Excess</b> <b>Property Declaration Forms (EPDs)</b>	<b>Page 9 of 173</b>
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<b>Record Series Content</b>	Contains documentation and photos of all fixed assets as they move through the disposal process. This includes all Govdeals.com dealing (sellers and buyer certification, buyer's information, payment information, and printed emails) and recycling documentation.
<b>Record Series Function</b>	Documents all assets approved for disposal within MDTA.
<b>Organization/Arrangement</b>	Chronological by Department of General Services (DGS) control number
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	10 - 15 boxes and 5 drawer filing cabinet Approximately 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 - 3 boxes Approximately 25 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	3 years and/or Office of Legislative Audits (OLA) audit cycle
<b>Date Span</b>	2010 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	8
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been completed, whichever is longer. Then digital version is stored on physical media, transferred to the State Records Center for an additional 3 years, and then destroyed. Local digital version is destroyed after physical media is created.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Asset Control and Damage Recovery - Inventory</b> <b>Annual Reports</b>	<b>Page 10 of 173</b>
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<b>Record Series Content</b>	Reports for the Department of General Services (DGS) on the capital equipment (land, buildings, and real estate) acquisitions made and sales, storeroom values, and missing and stolen reports for the past fiscal year.
<b>Record Series Function</b>	Complies with yearly DGS requirement.
<b>Organization/Arrangement</b>	Chronological by fiscal year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	2 - 3 boxes Approximately 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	½ of 1 box Approximately 15 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	3 years and/or Office of Legislative Audits (OLA) audit cycle
<b>Date Span</b>	2008 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	9
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been completed, whichever is longer. Then digital version is stored on physical media, transferred to the State Records Center for an additional 3 years, and then destroyed. Local digital version is destroyed after physical media is created.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Asset Control and Damage Recovery - Annual Storeroom Inventory Reports	Page 11 of 173
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Record Series Content	Contains detail count sheets of the inventory process along with the adjustments made and final reports and investigation. Adjustment voucher memo included.
Record Series Function	Meets compliance of Department of General Services (DGS) yearly requirement.
Organization/Arrangement	Filed by fiscal year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Excel
Volume (file drawers, gigabytes, etc.)	8 - 9 banker boxes Approximately 2 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 - 2 banker boxes Approximately 50 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	3 years and/or Office of Legislative Audits (OLA) audit cycle
Date Span	2008 - current
Completeness/Gaps	Complete

Schedule Item Number	10
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been completed, whichever is longer. Then digital version is stored on physical media, transferred to the State Records Center for an additional three years, and then destroyed. Local digital version is destroyed after physical media is created.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Asset Control and Damage Recovery - Annual Sensitive Items Inventory</b>	<b>Page 12 of 173</b>
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<b>Record Series Content</b>	Contains all documentation that was used to assist in the physical counts and reconciliation of the sensitive items located at the MDTA in the inventory system (includes Police items).
<b>Record Series Function</b>	Meets compliance with yearly Department of General Services (DGS) requirement of sensitive inventories.
<b>Organization/Arrangement</b>	Chronological by fiscal year then alphabetical by facility
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	2 - 3 boxes Approximately 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 box (10 folders) Approximately 15 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	3 years and/or Office of Legislative Audits (OLA) audit cycle
<b>Date Span</b>	Approximately 2014 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	11
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been completed, whichever is longer. Then digital version is stored on physical media, transferred to the State Records Center for an additional 3 years, and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Asset Control and Damage Recovery - Physical Inventories (3-year cycle)</b>	<b>Page 13 of 173</b>
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<b>Record Series Content</b>	Contains the documentation that was used and obtained while conducting MDTA-wide physical inventories.
<b>Record Series Function</b>	Reconciliation of the data against the inventory system.
<b>Organization/Arrangement</b>	Chronological by fiscal year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	2 - 3 boxes Approximately 2 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 box Approximately 30 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	3 years and/or Office of Legislative Audits (OLA) audit cycle
<b>Date Span</b>	Approximately 2014 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	12
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been completed, whichever is longer. Then digital version is stored on physical media, transferred to the State Records Center for an additional 3 years, and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Asset Control and Damage Recovery - Monthly Claim Control Logs	Page 14 of 173
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Record Series Content	Data and documentation on values of claims opened and closed monthly.
Record Series Function	Meets criteria for reconciling financial records and claims database monthly.
Organization/ Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	1 box paper 100+ GB
Annual Accumulation (file drawers, gigabytes, etc.)	12 digital folders per fiscal year
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2009 - current
Completeness/Gaps	Complete

Schedule Item Number	13
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Audits - Audit Reports	<b>Page 15 of 173</b>
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<b>Record Series Content</b>	Final Audit Reports by or on behalf of MDTA Audits.
<b>Record Series Function</b>	The reports provide management documentation of audit results.
<b>Organization/ Arrangement</b>	Chronological by fiscal year, then audit number (e.g. 2019-01, 2018-06)
<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>	1.5 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2,000 KB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2008 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	14
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 10 years and then destroyed.
<b>Justification for Permanent Retention</b>	None



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Audits - Audit Work Papers	<b>Page 16 of 173</b>
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<b>Record Series Content</b>	Final audit documentation prepared and maintained by MDTA Audits, the content of which has been designed to meet the circumstances of each audit engagement.
<b>Record Series Function</b>	Audit documentation is the principal record of the auditing procedures applied, evidence obtained, and conclusion reached by the auditor in the engagement.
<b>Organization/Arrangement</b>	Chronological by fiscal year, then audit number (e.g. 2019-01, 2018-06)
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	29 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2.5 GB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2011 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	15
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 7 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 2923</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Audits - Special Review or Investigation</b> <b>Documentation</b>	<b>Page 17 of 173</b>
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<b>Record Series Content</b>	Information, records, work papers, and reports gathered or created related to a project, special review, or investigation in which an audit report may or may not have been issued.
<b>Record Series Function</b>	Documentation of the auditing procedures applied, evidence obtained, and conclusion reached by the auditor in the engagement.
<b>Organization/Arrangement</b>	Investigations are organized by date allegation received at MDTA. Special projects and reviews have named folders.
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Some records may be restricted under Maryland Annotated Code General Provisions Sections 4-311, 4-335, 4-337, and 4-339
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	8 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 GB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2012 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	16
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 7 years or until all court actions have been completed, whichever is later, and audit requirements have been met and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2023 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Audits - Records for Other Auditors	<b>Page 18 of 173</b>
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<b>Record Series Content</b>	Miscellaneous records created or provided by MDTA Audits to auditors performing audits related to MDTA.
<b>Record Series Function</b>	Document records created or provided to MDTA Audits to auditors performing audits related to MDTA such as Office of Legislative Audits (OLA) or MDTA's Financial Statement Auditors.
<b>Organization/Arrangement</b>	Alphabetical by requesting auditors then chronological by year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	80 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	20 MB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2013 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	17
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years or until all requirements have been met, whichever is later, then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Audits - Budget and Fiscal Planning Record	<b>Page 19 of 173</b>
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<b>Record Series Content</b>	Audit plan, budget estimates, leave request, training request, requisitions and purchase orders.
<b>Record Series Function</b>	Document audit plan, budget estimates, leave requests, training requests, requisitions, and purchase orders.
<b>Organization/ Arrangement</b>	Alphabetical by category then chronological by fiscal year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	360 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	100 MB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Office of Legislative Audits (OLA)
<b>Date Span</b>	2014 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	18
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been met, whichever is later, and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Audits - General Files	<b>Page 20 of 173</b>
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Record Series Content	Notes, computations, excess copies of materials, and other miscellaneous documents that have been created to support daily operations of the MDTA Audits Director.
Record Series Function	Miscellaneous documents created to support daily operations by the Director.
Organization/Arrangement	By category then fiscal year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: Word, Excel, PDF
Volume (file drawers, gigabytes, etc.)	80 MB
Annual Accumulation (file drawers, gigabytes, etc.)	30 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2014 - current
Completeness/Gaps	Complete

Schedule Item Number	19
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 3 years or until after all audits have been met, whichever is later, and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Audits - Audit Finding Database	<b>Page 21 of 173</b>
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Record Series Content	Access database of audit findings.
Record Series Function	Provide updates to management and Audit Committee regarding management's progress in implementing corrective actions.
Organization/Arrangement	Numerical by audit number and alphabetical by auditee
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: Access database
Volume (file drawers, gigabytes, etc.)	4,500 KB
Annual Accumulation (file drawers, gigabytes, etc.)	1,200 KB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Semiannual updates to Audit Committee
Date Span	2011 - current
Completeness/Gaps	Complete

Schedule Item Number	20
Retention	Records are retained at facility for 3 years or until after all audits have been met, whichever is later, and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2023 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Business Planning, Policy and Performance - Strategic Planning	Page 22 of 173
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Record Series Content	Includes strategic plans, business plans, work/action plans, etc.
Record Series Function	The plans are updated through the years (Strategic Plan 3-5 and Business Plan is done each year). This information is used for historical purposes and research. Files are used weekly. Record copy is maintained by MDTA Business Planning, Policy and Performance (BP3).
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word, Excel
Volume (file drawers, gigabytes, etc.)	1 file drawer 1.7 GB Strategic Plan 4 MB Business Plan
Annual Accumulation (file drawers, gigabytes, etc.)	1 folder per year 212.5 MB Strategic Plan 50 KB Business Plan
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	None
Date Span	2011 - current
Completeness/Gaps	Complete

Schedule Item Number	21
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 10 years and then destroyed with the following exception: plans documenting MDTA's evolution over time will be offered to Maryland State Archives. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	Most records have no permanent value but plans of significance, identified on a case-by-case basis, may illustrate MDTA's historical evolution.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Business Planning, Policy and Performance - Data Reports	<b>Page 23 of 173</b>
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<b>Record Series Content</b>	Includes Managing for Results (MFR), Maryland Transportation Plan (MTP), Annual Attainment Report (AAR).
<b>Record Series Function</b>	Supporting documentation for mandated reports for the State of Maryland and Maryland Department of Transportation.
<b>Organization/Arrangement</b>	By report type and yearly submission
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	2 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	500 KB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2011 - Current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	22
<b>Retention</b>	Records are retained for 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Business Planning, Policy and Performance - Special Reports	Page 24 of 173
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Record Series Content	Includes topical research, benchmarking studies, special analyses, transportation industry reports, survey reports, etc.
Record Series Function	These are referred to in other research and projects that move forward. They are often supporting documentation for the Strategic and Business Plans for MDTA.
Organization/Arrangement	Alphabetical by topic
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Word, Excel
Volume (file drawers, gigabytes, etc.)	1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	< 200 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2013 - current
Completeness/Gaps	Complete

Schedule Item Number	23
Retention	Records are retained for 5 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Business Planning, Policy and Performance - Public Hearing Final Reports	Page 25 of 173
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Record Series Content	The final report of the comment period(s) for toll rate setting.
Record Series Function	Provide documentation and support or opposition to a toll increase. Provided to MDTA Executive Office and MDTA Board for decision making.
Organization/Arrangement	Chronological by public hearing date
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Word
Volume (file drawers, gigabytes, etc.)	1/2 of 1 file drawer Approximate: 30MB
Annual Accumulation (file drawers, gigabytes, etc.)	Inconsistent - public comment periods are only done during the toll rate setting process
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2011 - current
Completeness/Gaps	Complete

Schedule Item Number	24
Retention	Records are retained for 20 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Civil Rights and Fair Practice - Business Programs</b>	<b>Page 26 of 173</b>
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<b>Record Series Content</b>	<p>Reports required by the Governor’s Office of Small, Minority and Women Business Affairs (GOSBA) that include:</p> <p>Information concerning the contracts awarded to Minority Business Enterprises (MBE), Veteran-owned Small Business Enterprises (VSBE)            Subcontracts by classification            Payment compliance reports            The annual GOSBA MBE Procurement Report            The STATESTAT MBE report            MBE waiver reports            VSBE Reports            Small Business Reserve (SBR) Program Strategic Plans            SBR Operations and Effectiveness Summaries</p> <p>Records retention Code of Maryland Regulations (COMAR) requires that the contract files for the above programs be maintained from the date of final payment under the contract unless a longer period is otherwise specified in the contract.</p>
<b>Record Series Function</b>	<p>The records serve as original documents, materials, and correspondence as they relate to the program activities of the contract required by laws, regulations, policies, and procedures. These programs are governed by the State Finance and Procurement Article of the Maryland Annotated Code, Board of Public Works Advisories, COMAR, US Department of Veteran Affairs, GOSBA, and MDOT procedures. Record copy is maintained by MDTA Civil Rights and Fair Practice (CRFP).</p>
<b>Organization/Arrangement</b>	<p>Numerical by contract number, which references contract type</p>
<b>Indexing System</b>	<p>Indexing system within Access and iFMIS is unique by contract type (e.g FT-0000-000-000, KB-0000-000-000, SV-0000-000-000, AE-0000-000-000/0, etc.)</p>
<b>Restrictions (Law or Regulation Citation)</b>	<p>None</p>
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	<p>Hardcopy: Paper, Bound Binders, File Folders, File Jackets            Digital: PDF</p>
<b>Volume (file drawers, gigabytes, etc.)</b>	<p>176 active contract folders            Approximately 32 closeout boxes            Approximately 15 GB</p>
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	<p>Varies by the number of documents per contract starting with the Procurement Review Group (PRG) through contract closeout            Approximately 3 GB</p>

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	Approximately 2005 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	25
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 5 years after close out or until all audits are complete, whichever is later, and then destroyed. Indexing data is deleted once the associated file is destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Civil Rights and Fair Practice - Complaints of</b> <b>Discrimination Title VII</b>	<b>Page 28 of 173</b>
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<b>Record Series Content</b>	Original complaint forms, correspondence, and disposition on employees of the MDTA. Files also include Affirmative Action Plan correspondence.
<b>Record Series Function</b>	Files maintained are records of discrimination complaints, inquires, and investigations. These files are maintained to comply with federal, State, and Agency regulations in regards Title VII.
<b>Organization/ Arrangement</b>	Numerical by case number
<b>Indexing System</b>	None – staff manually searches files when accessed.
<b>Restrictions (Law or Regulation Citation)</b>	Restricted for confidentiality:  Exemption 3(A)(i) [Freedom of Information Act (FOIA)] for withholding information prohibited from disclosure by another statute, including denial of access to Title VII, Genetic Information Nondiscrimination Act (GINA) and Americans with Disabilities Act (ADA) charge files when the requester is not a party to the charge and Equal Employment Opportunity (EEO) survey reports Sections 706(b) and 709(e) of Title VII, Section 107 of the ADA and Section 207 of GINA for prohibiting disclosure of Title VII, GINA and ADA charge files to third parties prior to the institution of a proceeding (legal action) under Title VII, GINA or the ADA involving such information Section 709(e) for prohibiting disclosure of EEO survey reports prior to the institution of a proceeding under Title VII
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	7 boxes 208 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	3 boxes 50 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - EEO Office MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Maryland Department of Budget and Management (DBM) Office of the Statewide EEO Coordinator
<b>Date Span</b>	2012 - current

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Completeness/Gaps</b>	Complete
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<b>Schedule Item Number</b>	26
<b>Retention</b>	Records are retained in office for 3 years, are then transferred to State Records Center for an additional 10 years, and then destroyed.
<b>Justification for Permanent Retention</b>	None

<p><b>DEPARTMENT OF GENERAL SERVICES</b>  <b>RECORDS MANAGEMENT DIVISION</b>  <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b></p>	<p><b>Schedule No.</b> 2923          (To be completed by DGS/Records Management Division)</p>
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<p><b>Records Series Title:</b>  <b>MDTA Civil Rights and Fair Practice - Americans with Disability Act (ADA) Title I Program Records</b></p>	<p><b>Page 30 of 173</b></p>
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<b>Record Series Content</b>	Requests for Reasonable Accommodations, medical documentation, memoranda, forms, pamphlets, and general correspondence.
<b>Record Series Function</b>	Files maintained are records of reasonable accommodation requests and dispositions, types of accommodation, and inquires. These files are maintained to comply with federal, State, and Agency regulations in regard to the Americans with Disability Act (ADA) Title I.
<b>Organization/Arrangement</b>	Alphabetical by employee's name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	<p>Restricted for confidentiality:</p> <p>Exemption 3(A)(i) [Freedom of Information Act (FOIA)] for withholding information prohibited from disclosure by another statute, including denial of access to Title VII, Genetic Information Nondiscrimination Act (GINA) and Americans with Disabilities Act (ADA) charge files when the requester is not a party to the charge and Equal Employment Opportunity (EEO) survey reports Sections 706(b) and 709(e) of Title VII, Section 107 of the ADA and Section 207 of GINA for prohibiting disclosure of Title VII, GINA and ADA charge files to third parties prior to the institution of a proceeding (legal action) under Title VII, GINA or the ADA involving such information</p> <p>Section 709(e) for prohibiting disclosure of EEO survey reports prior to the institution of a proceeding under Title VII</p>
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	<p>Hardcopy: Paper</p> <p>Digital: Word</p>
<b>Volume (file drawers, gigabytes, etc.)</b>	<p>1 box</p> <p>5.54 MB</p>
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	<p>&lt; 1 box</p> <p>1 MB</p>
<b>Current Location</b>	<p>2310 Broening Highway, Suite 150, Baltimore, MD 21224 - EEO Office</p> <p>MDTA Computer Network - Shared Drive</p>
<b>Audit Requirements</b>	Maryland Department of Budget and Management (DBM) Office of the Statewide EEO Coordinator
<b>Date Span</b>	2011 - current

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Completeness/Gaps	Complete
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Schedule Item Number	27
Retention	Retain in office for 3 years and then destroy records not having any administrative or legal significance. Records bearing ongoing administrative or legal value will be screened annually and destroyed when no longer needed for current business.
Justification for Permanent Retention	None



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2924 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Communications - Executive Correspondence	<b>Page 32 of 173</b>
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<b>Record Series Content</b>	Contains letters and other related correspondence which requires the Executive Director's and/or Chairman's Signature. Digital material is contained within the Intranet Quorum (IQ) and Executive Correspondence System (ECS) environments. This would contain the incoming letter, response letter draft, signed response letter, and any attachments and/or backup material required. Correspondence received since 2013 was merged into IQ system, though earlier electronic correspondence remains in the Workflow Correspondence System maintained as legacy data on the MDOT TSO mainframe.
<b>Record Series Function</b>	Both systems are utilized to track and maintain pertinent case records relating to the initial correspondence received.
<b>Organization/Arrangement</b>	By unique case numbers in IQ system searched by subject name Office copies chronological by month
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	1 complete file drawer 617 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 300 - 500 pieces of correspondence 2.72 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Communications IQ System MDTA Computer Network - Shared Drive MDOT The Secretary's Office (TSO) mainframe
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2006 - current
<b>Completeness/Gaps</b>	Complete

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	28
Retention	Hardcopies are scanned to Maryland State Archives standards, maintained 1 year, and then destroyed. Digital records are retained for 10 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Communications - Public Information Act (PIA) Requests</b>	<b>Page 34 of 173</b>
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<b>Record Series Content</b>	Contains letters and other related documents which require the signature of specific staff members identified in MDOT's PIA Policy. These records were saved to the MDTA shared drive prior to late 2015, when the recordkeeping mechanism shifted to Intranet Quorum (IQ) file management software.
<b>Record Series Function</b>	Records document the response to PIA requests. IQ is utilized to track and maintain pertinent case records relating to the initial incoming request for records. This system contains the incoming request, signed response letters, cost worksheets, approvals, and emails to requester that contain the response document(s) if applicable.
<b>Organization/Arrangement</b>	By unique case numbers in IQ system searched by requester name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Presence of Personally Identifiable Information (PII)
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	1 complete file drawer Approximately 4 GB (3,000 individual files)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 166 PIAs
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Communications IQ System MDTA Computer Network - Shared Drive MDOT The Secretary's Office (TSO) mainframe
<b>Audit Requirements</b>	Subject to internal audit
<b>Date Span</b>	2010 - current
<b>Completeness/Gaps</b>	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	29
Retention	Hardcopies are scanned to Maryland State Archives standards and uploaded to IQ system, then destroyed when case is closed. Born-digital content is uploaded to IQ system and then destroyed when the case is closed. Digital records within the IQ system are retained for 10 years from closure of case and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Communications - News Releases	<b>Page 35 of 173</b>
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<b>Record Series Content</b>	Contains MDTA news and information released to the news media and general public.
<b>Record Series Function</b>	Communicate MDTA initiatives and projects to the media and public.
<b>Organization/Arrangement</b>	Chronological by year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Website
<b>Volume (file drawers, gigabytes, etc.)</b>	1.2 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	80 - 150 MB
<b>Current Location</b>	MDTA Computer Network - Shared Drive MDTA Website: <a href="http://mdta.maryland.gov/News/News_Center_Main.html">http://mdta.maryland.gov/News/News_Center_Main.html</a>
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2002 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	30
<b>Retention</b>	Records are stored on MDTA website for 2 years and are then removed. The local copy is retained for 30 years and then transferred to the Maryland State Archives.
<b>Justification for Permanent Retention</b>	Used for future articles and research/support. Allows for consistency. Provides a snapshot of MDTA's outreach and response to public interest across time.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Communications - Traffic Advisories	Page 37 of 173
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Record Series Content	Contains MDTA traffic related information released to the news media and general public.
Record Series Function	To keep public informed. Constantly refers back to older news releases for research/ historical purposes.
Organization/ Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	1.2 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 100 - 160 MB
Current Location	MDTA Computer Network - Shared Drive MDTA Website: <a href="http://mdta.maryland.gov/news/MDTA_Traffic_Advisories">http://mdta.maryland.gov/news/MDTA_Traffic_Advisories</a>
Audit Requirements	Subject to internal audits
Date Span	2005 - current
Completeness/Gaps	Complete

Schedule Item Number	31
Retention	Records are stored on MDTA website for 2 years and are then removed. The local copy is retained for 15 years or until project is completed, whichever is later, and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2023 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Communications - Agency Photos	<b>Page 38 of 173</b>
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<b>Record Series Content</b>	Still imagery of facilities and historical events.
<b>Record Series Function</b>	Used for internal and external multimedia and print communications.
<b>Organization/Arrangement</b>	Chronological by date or alphabetically by event
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: JPEG
<b>Volume (file drawers, gigabytes, etc.)</b>	1 TB comprising more than 10,000 photos
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	50 GB
<b>Current Location</b>	Record Copy: MDTA Computer Network - Shared Drive (Media Photo Archive) Online Access Copy: Flickr
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1990 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	32
<b>Retention</b>	Online access copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business. Record copy images are retained on-site in the digital archives for 15 years and are then destroyed with the following exception: images documenting MDTA's evolution over time will be offered to Maryland State Archives.
<b>Justification for Permanent Retention</b>	Most records have no permanent value but photographs of significance, identified on a case-by-case basis, may illustrate MDTA's historical evolution.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Communications - Employee Photos	Page 39 of 173
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Record Series Content	Includes documentation of awards, promotions, and retirements.
Record Series Function	Used for internal publications and to provide an image of the occasion to the recipient.
Organization/Arrangement	Chronological by date
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: JPEG
Volume (file drawers, gigabytes, etc.)	1 TB comprising more than 10,000 photos
Annual Accumulation (file drawers, gigabytes, etc.)	50 GB
Current Location	Record Copy: MDTA Computer Network - Shared Drive (Media Photo Archive) Online Access Copy: Flickr
Audit Requirements	Subject to internal audits
Date Span	1990 - current
Completeness/Gaps	Complete

Schedule Item Number	33
Retention	Image is provided to relevant employee. Online access copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business. Record copy images are retained on-site in the digital archives for 5 years and are then destroyed.
Justification for Permanent Retention	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2925 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Communications - Agency Videos	Page 40 of 173
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Record Series Content	Moving imagery of facilities and historical events.
Record Series Function	Used for internal and external multimedia communications.
Organization/Arrangement	Chronological by date or alphabetically by event
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: DVD, MP4
Volume (file drawers, gigabytes, etc.)	1 TB comprising more than 300 recordings
Annual Accumulation (file drawers, gigabytes, etc.)	200 GB
Current Location	Record Copy: MDTA Computer Network - Shared Drive (Media Photo Archive) Online Access Copy: Vimeo and YouTube
Audit Requirements	Subject to internal audits
Date Span	1995 - current
Completeness/Gaps	Complete

Schedule Item Number	34
Retention	Online access copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business. Record copy videos are retained on-site in the digital archives for 15 years and are then destroyed with the following exception: videos documenting MDTA's evolution over time will be offered to Maryland State Archives.
Justification for Permanent Retention	Most records have no permanent value but videos of significance, identified on a case-by-case basis, may illustrate MDTA's historical evolution.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Communications - Training Videos	Page 41 of 173
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Record Series Content	Documents agency work processes.
Record Series Function	Internal training.
Organization/Arrangement	Chronological by date or alphabetically by event
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: DVD, MP4
Volume (file drawers, gigabytes, etc.)	1 TB comprising more than 300 recordings
Annual Accumulation (file drawers, gigabytes, etc.)	200 GB
Current Location	Record Copy: MDTA Computer Network - Shared Drive Online Access Copy: Vimeo and YouTube
Audit Requirements	Subject to internal audits
Date Span	1995 - current
Completeness/Gaps	Complete

Schedule Item Number	35
Retention	Record copy videos are retained for 5 years or until training content is no longer relevant, whichever is later, and are then destroyed. Online access copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current operations.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Communications - Employee Videos	<b>Page 42 of 173</b>
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Record Series Content	Includes documentation of awards, promotions, and retirements.
Record Series Function	Used for internal presentations and provides a copy of the video for the recipient.
Organization/ Arrangement	Chronological by date
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: DVD, MP4
Volume (file drawers, gigabytes, etc.)	1 TB comprising more than 300 recordings
Annual Accumulation (file drawers, gigabytes, etc.)	200 GB
Current Location	Record Copy: MDTA Computer Network - Shared Drive (Media Photo Archive) Online Access Copy: Vimeo and YouTube
Audit Requirements	Subject to internal audits
Date Span	1995 - current
Completeness/Gaps	Complete

Schedule Item Number	36
Retention	Record copy videos are retained for 5 years and are then destroyed. Online access copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current operations.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Communications - MDTA Annual Reports	Page 43 of 173
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Record Series Content	Contains yearly annual report publications that are produced by MDTA Communications. The publication contains an overview of the agency, leadership and facilities, a compilation of accomplishments for the fiscal year or calendar year, and financial information.
Record Series Function	Annual reports are mandated by the MDTA's Trust Agreement that it has for the benefit of its bondholders. Annual reports also are used as marketing pieces to provide information to MDTA employees, customers, and stakeholders. Record copy is maintained by MDTA Communications.
Organization/Arrangement	Chronological by year (either fiscal year or calendar year)
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Bound paper Digital: PDF, Website
Volume (file drawers, gigabytes, etc.)	Approximately 20 reports
Annual Accumulation (file drawers, gigabytes, etc.)	500 copies printed and distributed with 1 box remaining 5 copies retained at MDTA Communications after new volume printed
Current Location	MDTA Computer Network - Shared Drive MDTA Website
Audit Requirements	Subject to internal audits
Date Span	1998 - current
Completeness/Gaps	Complete

Schedule Item Number	37
Retention	Destroy all but 5 copies after distribution is complete. Retain 5 copies for 10 years, then destroy 4 copies. Transfer final physical copy and digital version to the Maryland State Archives and then destroy local copy of digital version. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	Demonstrates an annual summary of MDTA's success at accomplishing various goals in each calendar year. In the aggregate, forms the basis for a historical analysis of MDTA's evolution over time.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2023 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Communications - Print Orders	<b>Page 44 of 173</b>
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Record Series Content	Contains all processed print orders received at MDTA, both black and white jobs and colored print jobs. Any print orders that come through MDTA for Divisions and Police, name of customer, and cost.
Record Series Function	Used by staff for reference over time.
Organization/ Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Word
Volume (file drawers, gigabytes, etc.)	3 boxes 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1/2 of 1 box 200 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - File Room MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2007 - current
Completeness/Gaps	Complete

Schedule Item Number	38
Retention	Records are retained for 2 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Engineering and Construction (OEC) -</b> Conceptual/Preliminary Design Documents	<b>Page 45 of 173</b>
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<b>Record Series Content</b>	Studies and preliminary engineering phase documents such as correspondence, project charters, cost estimates, study reports, right-of-way plates, etc.
<b>Record Series Function</b>	Record of design process and decision-making. Record copy is maintained by MDTA Engineering and Construction (OEC).
<b>Organization/Arrangement</b>	Contract number
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel, Computer Aided Design (CAD)
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 1 TB Approximately 5 file cabinets
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 50 - 75 GB Approximately 2 drawers in a file cabinet
<b>Current Location</b>	303 Authority Drive, Baltimore, MD 21222 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	Approximately 1980 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	39
<b>Retention</b>	Paper files are retained until construction phase of project is complete, scanned to Maryland State Archives standards, and then destroyed. Scans and born-digital content are retained for 50 years after project is complete and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Engineering and Construction (OEC) - Construction Project Files	Page 46 of 173
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Record Series Content	<p>These files contain originals and/or copies of documents produced in construction phase of projects that were the responsibility of MDTA Engineering and Construction. Project files may include all or some of the following documents:</p> <p><u>Design phase documents</u></p> <p>Correspondence (emails, transmittals, submittals, comments, memos, letters, meeting minutes, etc.)</p> <p>Design data (drawings, photos, reference documents, etc.)</p> <p>Engineer estimates</p> <p>Procurement Review Group - Minority Business Enterprise (MBE) participation documents</p> <p>Permits</p> <p><u>Procurement phase documents</u></p> <p>Pre-ad checklist</p> <p>MBE sign-offs</p> <p>Final contract documents (Invitation to Bid or Invitation for Bid, plans, proposal book and all drafts of these)</p> <p>Addenda (drafts and final versions)</p> <p>Bid and quote data with bid tabulations</p> <p>Procurement Officer Determinations</p> <p>Capital Committee Summary documentation</p> <p>Authority Meeting Committee Summary documentation</p> <p>Notice of Award of Contract letter</p> <p>Board of Public Works documentation (if applicable)</p> <p><u>Construction phase documents</u></p> <p>Meeting minutes</p> <p>Red-line revisions</p> <p>Shop drawings</p> <p>As-building drawings</p> <p>Correspondence (emails, letters, submittals, transmittals, etc., to/from engineer, contractor, MDTA management, etc.)</p> <p>Construction schedules</p> <p>Extra Work Authorization and associated documents (claims, change order requests, force accounts, etc.)</p> <p>Pay estimates</p> <p>Sub-contractor approvals</p> <p>MBE participation/approval</p> <p>Certified payroll</p> <p>Personnel certification</p> <p>Equipment lists</p>
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<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Record Series Content (Continued)</b>	Inspectors Daily Report (IDR) Construction logs Sketchbooks Work manuals Weather reports Procedures for installation Soil test Materials certifications Sources of supply Catalog cuts QA/QC etc. Progress photos Closeout documents (overrun letters, contractor ratings, final acceptance punch lists, etc.)
<b>Record Series Function</b>	Record of details associated with individual construction contracts. Record copy is maintained by MDTA Engineering and Construction.
<b>Organization/ Arrangement</b>	Numerical by contract number
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 780 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	< 20 GB
<b>Current Location</b>	MDTA Computer Network - Shared Drive (Engineering Records Archive)
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	Approximately 1950 - current
<b>Completeness/Gaps</b>	Complete



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Schedule Item Number	40
Retention	Records are retained until contract closeout. After contract closeout, hardcopies are scanned to Maryland State Archive standards and born-digital content is converted to PDF. After scanning and file conversion, hardcopies and non-PDF digital files are destroyed. PDFs are retained for 99 years from project closeout and are then transferred to the Maryland State Archives. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	Provides a history of the planning and implementation of significant infrastructure projects affecting Maryland's residents.

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Engineering and Construction (OEC) -</b> <b>Architectural and Engineering (AE) Contact Files</b>	<b>Page 49 of 173</b>
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<b>Record Series Content</b>	These files contain copies of documents produced during the procurement and throughout the duration of AE contacts. AE Contracts files records may include all of some of the following documents: Procurement phase documents such as correspondence (emails, transmittals, submittals, letters, etc. to and from MDTA Procurements, notice of contract), and all other documents that are produced for OEC's role in the contract's procurement of services, technical and price reviews, evaluation committee participation documents, Procurement Review Group-MBE participation, Capital Committee Summary documentation, Board of Public Works documentation, Transportation Professional Services Selection Board (TPSSB) documentation, and the final awarded contract. Task assignment phase documentation such as correspondence (emails, submittals, task requests, task assignment letters, etc. to and from the consultant), invoices, spreadsheets for tracking contract allocation and reallocation, MBE participation, and closeout documents.
<b>Record Series Function</b>	Official record of use and payment for AE services. Record copy is maintained by OEC.
<b>Organization/Arrangement</b>	AE Contract number
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 5 filing cabinets Approximately 85 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 2 drawers in a filing cabinet 5 - 10 GB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Internal audits while contract is active, none once it is closed
<b>Date Span</b>	2008 - current
<b>Completeness/Gaps</b>	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	41
Retention	At contract closeout, hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 20 years and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Engineering and Construction (OEC) - Facility</b> Condition Inspection Data Files	<b>Page 51 of 173</b>
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<b>Record Series Content</b>	These files contain originals and/or copies of documents produced during yearly facility conditions inspections. Such records include all or some of the following documents: correspondence (emails, transmittals, submittals, letters, etc. to and from the consultants performing conditions inspections and reviews, facility administrator, and in-house staff), listing of identified defects, minutes from meeting and their following-up, staff certifications, finding reports (drafts and final accepted versions), executive summaries (drafts and final accepted versions), schedule scopes, Structures Inventory and Appraisal data draft and final sent to Federal Highway Administration.
<b>Record Series Function</b>	Formal records of summary and details of annual inspection of all facilities as required by the Trust Agreement. Record copy is maintained by MDTA Engineering and Construction.
<b>Organization/Arrangement</b>	Chronological by year, then alphabetical by facility, then numerical by structure number
<b>Indexing System</b>	Authority Structural Inspection and Repair Management System (ASIR) database
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Excel, JPEG
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 325 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 30 - 50 GB
<b>Current Location</b>	MDTA Computer Network - Shared Drive ASIR cloud-based database
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	Approximately 1980 - current
<b>Completeness/Gaps</b>	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	42
Retention	Data is submitted and collected digitally. Hardcopies are submitted after the data has been reviewed and accepted. Hardcopies are scanned to Maryland State Archives standards and are then destroyed. Scans and born-digital records are retained for 99 years then destroy records not having any administrative or legal significance. Records having administrative or legal significance are screened annually after 99 years and destroyed once no longer needed. Indexing data is deleted once the associated file is destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - Accident Review Board	Page 53 of 173
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Record Series Content	Records contains all reported vehicular accidents for MDTA. These forms are required for the implementation of Accident Review Board.
Record Series Function	Records document MDTA's vehicular accident review process.
Organization/Arrangement	Chronological by calendar year, then alphabetically within each chronological arranged folder
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	14 GB
Annual Accumulation (file drawers, gigabytes, etc.)	< 1 GB comprising 200 cases
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1979 - current
Completeness/Gaps	Complete

Schedule Item Number	43
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 5 years or until all audits are completed, whichever is later, and are then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Environment, Safety and Risk Management (OESRM) - Employee Medical Records	<b>Page 54 of 173</b>
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Record Series Content	Contains Bloodborne Pathogen medical records, exposure records, analysis, lead medical records, analysis and summaries of data relevant to interpretation of results.
Record Series Function	Meet Occupational Safety and Health Administration (OSHA) required retention of records.
Organization/Arrangement	Alphabetical
Indexing System	None
Restrictions (Law or Regulation Citation)	29 Code of Federal Regulations 1910.1020
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	221 MB
Annual Accumulation (file drawers, gigabytes, etc.)	25 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1998 - current
Completeness/Gaps	Complete

Schedule Item Number	44
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for length of employment, then an additional 30 years, and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Environment, Safety and Risk Management (OESRM) - Chemical Information List	<b>Page 55 of 173</b>
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<b>Record Series Content</b>	Includes list of chemicals used in the workplace.
<b>Record Series Function</b>	Meet Occupational Safety and Health Administration (OSHA) and Department of Labor, Licensing and Regulation (DLLR) Right to Know requirements.
<b>Organization/Arrangement</b>	Alphabetically by chemical name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	29 Code of Federal Regulations 1910.1200; Labor and Employment Article, Annotated Code of Maryland 5-405(e)
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: Software as a service (SaaS)
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 900 Safety Data Sheets files stored on MSDSonline
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 50 files
<b>Current Location</b>	MSDSonline - Safety Data Sheets (SDS), which is an application within SaaS
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	Approximately 2002 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	45
<b>Retention</b>	Records are retained for 40 years and then destroyed.
<b>Justification for Permanent Retention</b>	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - Investigate/Inspection Files	Page 56 of 173
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Record Series Content	Contains all reported incidents occurring at the MDTA and Risk Assessment Surveys (RAS) for MDTA.
Record Series Function	Documentation of incidents and assessments.
Organization/Arrangement	Alphabetically by facility, subject, and year
Indexing System	None
Restrictions (Law or Regulation Citation)	29 Code of Federal Regulations 1910
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	1.65 GB
Annual Accumulation (file drawers, gigabytes, etc.)	100 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2002 - current
Completeness/Gaps	Complete

Schedule Item Number	46
Retention	Hardcopies are scanned to Maryland State Archives standards and are then destroyed. Scans and born-digital records are retained for 30 years and then screened annually and destroy records no longer needed for current business.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - Training Records, Rosters, Program	Page 57 of 173
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Record Series Content	Contains environmental and safety related rosters of training presented from a representative of MDTA OESRM, and accompanying training materials.
Record Series Function	Document required training.
Organization/Arrangement	Alphabetical by employee
Indexing System	None
Restrictions (Law or Regulation Citation)	29 Code of Federal Regulations 1910 29 Code of Federal Regulations 1926 49 Code of Federal Regulations 382
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	Software does not provide this information
Annual Accumulation (file drawers, gigabytes, etc.)	Software does not provide this information
Current Location	Talent Management System - Cornerstone Software as a Service (SaaS)
Audit Requirements	Subject to internal audits
Date Span	2002 - current
Completeness/Gaps	Complete

Schedule Item Number	47
Retention	Hardcopies are scanned to Maryland State Archives standards and are then destroyed. Scans and born-digital records are retained for the length of employee's employment and an additional 3 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Environment, Safety and Risk Management (OESRM) - Permit Required Confined Space	<b>Page 58 of 173</b>
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<b>Record Series Content</b>	Contains cancelled entry permits.
<b>Record Series Function</b>	Facilitate program review required by the Occupational Safety and Health Administration (OSHA).
<b>Organization/Arrangement</b>	By facility and then chronological by date.
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	29 Code of Federal Regulations 1910.146 29 Code of Federal Regulations 1926.1200
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	100 MB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1998 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	48
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 1 year and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Environment, Safety and Risk Management (OESRM) - Occupational Safety and Health Administration (OSHA) 300, 300A and Incident Forms</b>	<b>Page 59 of 173</b>
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<b>Record Series Content</b>	Records contain OSHA 300, 300A, and Incident Forms.
<b>Record Series Function</b>	Records are necessary to meet OSHA recordkeeping requirements.
<b>Organization/Arrangement</b>	By facility, then chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	29 Code of Federal Regulations 1904
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	100 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	20 MB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2012 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	49
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - Drug/Alcohol Records	Page 60 of 173
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Record Series Content	Alcohol results .02 or greater, verified controlled substance test results, documentation of refusal to test, Substance Abuse Professional (SAP) evaluations and referrals, and records related to the administration of alcohol and controlled test programs.
Record Series Function	Records document efforts to provide a Drug-Free Workplace and comply with other regulatory requirements for Commercial Driver's License (CDL) holders.
Organization/Arrangement	Alphabetical by employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	49 Code of Federal Regulations 382
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	12 GB
Annual Accumulation (file drawers, gigabytes, etc.)	500 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1998 - current
Completeness/Gaps	Complete

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Schedule Item Number	50
Retention	<p><u>A. Retain the following for 5 years, then destroy:</u>  Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater;  Records of driver verified positive controlled substances test results;  Documentation of refusals to take required alcohol and/or controlled substances tests;  Driver evaluation and referrals; and  Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations.</p> <p><u>B. Retain the following for 2 years, then destroy:</u>  Records related to the alcohol and controlled substances collection process.</p> <p><u>C. Retain the following for 1 year, then destroy:</u>  Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02.</p> <p><u>D. Retain the following for length of employment plus 2 years, then destroy:</u>  Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers.</p>
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - Permit & Registration Documents	Page 62 of 173
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Record Series Content	Permits and registrations related to (but not limited to): wastewater and other discharge permits; storm water permits; boiler permits; HVAC permits and registrations; MVAC permits and registrations; fuel oil storage tank registrations and permits; asbestos permits; pesticide, herbicide, etc. permits. (permit examples include: signed permit applications; documents showing receipt/delivery of applications or pertinent documents; executed/issued permits; and permit conditions). Most hardcopies are retained at MDTA facilities throughout Maryland rather than a central location.
Record Series Function	These permits and registrations are a function of environmental compliance. All permits and registrations are required by federal or State regulation.
Organization/Arrangement	Folders in Enterprise Environmental Information System (EEIMS) arranged by facility
Indexing System	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Various
Volume (file drawers, gigabytes, etc.)	Approximately 3 file drawers of paper permits and registration documentation < 1 TB
Annual Accumulation (file drawers, gigabytes, etc.)	< 1 file drawer < 1 GB
Current Location	Hardcopies maintained by each facility for permits and registrations and may be part of MDTA Engineering and Construction (OEC) project files Enterprise Environmental Information System (EEIMS) database Project Solve (PS2) database
Audit Requirements	3 year environmental audit program required by MDOT The Secretary's Office (TSO)
Date Span	1980 - current
Completeness/Gaps	Complete

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	51
Retention	Hardcopy and digital versions are retained for the life of the system or herbicide/pesticide application, as applicable, plus 5 years and then destroyed.
Justification for Permanent Retention	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - U.S. Environmental Protection Agency (EPA) Identification (ID) Numbers	Page 64 of 173
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Record Series Content	EPA ID numbers issued; signed applications for EPA ID number generation; receipt/confirmation documentation of application submittal; changes to EPA ID number information; additional information from EPA or Maryland Department of the Environment (MDE) regarding the use of EPA ID number.
Record Series Function	EPA ID numbers are generated to track hazardous waste generation, shipment, and disposal. Required by federal regulation.
Organization/Arrangement	Folders in Enterprise Environmental Information System (EEIMS) database are arranged by facility
Indexing System	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	< 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	< 1 GB
Current Location	EEIMS database
Audit Requirements	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years Tri-annual audit schedule required by MDOT The Secretary's Office (TSO)
Date Span	1980 - current
Completeness/Gaps	Complete

Schedule Item Number	52
Retention	Records are retained for 30 years and then transferred with a copy of SOP <i>Standardized Environmental Record Keeping</i> to the Maryland State Archives.
Justification for Permanent Retention	The Resource Conservation & Recovery Act (RCRA) identifies generators of hazardous waste to be responsible for the waste from cradle-to-grave, which means MDTA's liability is never-ending.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - Inspection Records, Reports and Logs, and Testing Documentation	Page 65 of 173
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Record Series Content	All documents related to environmental compliance subjects/topics: wastewater; discharge; storm water; boilers; fuel oil storage tank systems; heating, ventilation, and air conditioning (HVAC); motor vehicle air conditioning (MVAC); pesticides/herbicides/etc.; lead; asbestos. Note: testing in this category excludes waste characterization (see Item 58 for waste characterization records).
Record Series Function	These documents are a function of environmental compliance and required by federal or State regulations. Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) require some records relating to testing, logs, and reporting for asbestos and lead air sampling be maintained for employment plus 30 years.
Organization/Arrangement	Folders in Enterprise Environmental Information System (EEIMS) database arranged by facility
Indexing System	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
Volume (file drawers, gigabytes, etc.)	Approximately 6 filing cabinets < 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 filing cabinet < 1 GB
Current Location	Hardcopies maintained by each facility for permits and registrations and may be part of MDTA Engineering and Construction (OEC) project files Enterprise Environmental Information System (EEIMS) database Project Solve (PS2) database
Audit Requirements	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years Tri-annual audit schedule required by MDOT The Secretary's Office (TSO)
Date Span	1980s - current
Completeness/Gaps	Records during the 1980s and 1990s are sporadic, as they pre-date the existence of current recordkeeping procedures

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Schedule Item Number	53
Retention	Records are maintained until the building(s)/property to which they refer is demolished or no longer owned by MDTA, whichever is sooner, plus 50 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <u>2923</u> (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Environment, Safety and Risk Management (OESRM)</b> - Certifications/Certificates, Licenses, Accreditations, and Identification (ID) Cards	<b>Page 67 of 173</b>
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<b>Record Series Content</b>	Includes named documents issued to individual MDTA employees, contractors, subcontractors, and consultants working on behalf of MDTA, where certifications/certificates, licenses, accreditations, and environmentally-related ID cards are required, necessary, or applicable. This classification also includes certificates/certifications, licenses, accreditations, etc. issued to MDTA as an agency.
<b>Record Series Function</b>	These documents are a function of environmental compliance. Required by Federal or State regulation.
<b>Organization/Arrangement</b>	By facility and/or media area
<b>Indexing System</b>	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	1 lateral filing cabinet < 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 drawers of filing cabinet < 1 GB
<b>Current Location</b>	Hardcopies may be in the possession of the individual MDTA-issued hard copies on file at MDTA OESRM or the specific facility to which they apply Enterprise Environmental Information System (EEIMS) database
<b>Audit Requirements</b>	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years Tri-annual audit schedule required by MDOT The Secretary's Office (TSO)
<b>Date Span</b>	2000 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	54
<b>Retention</b>	Records are retained through expiration plus 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

<p align="center"><b>DEPARTMENT OF GENERAL SERVICES</b>  <b>RECORDS MANAGEMENT DIVISION</b>  <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b></p>	<p><b>Schedule No.</b> 2923          (To be completed by DGS/Records Management Division)</p>
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<p><b>Records Series Title:</b>  <b>MDTA Environment, Safety and Risk Management (OESRM) - Operations and Maintenance (O&amp;M) Records</b></p>	<p><b>Page 68 of 173</b></p>
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<b>Record Series Content</b>	O&M records pertaining to asbestos, lead, and equipment used at MDTA facilities. This category includes all supplemental records that are part of the O&M plan(s): MVAC systems; lead; asbestos; bulb crusher systems; aerosol can puncture systems; etc. Most hardcopies are retained at MDTA facilities throughout Maryland rather than a central location.
<b>Record Series Function</b>	Ensure the proper use and maintenance of equipment. Ensure the proper management of lead-based paint and asbestos materials. Clean Air Act (CAA), Toxic Substances Control Act (TSCA), Resource Conservation & Recovery Act (RCRA) are Federal regulations that apply to these systems/materials.
<b>Organization/Arrangement</b>	By facility, then by equipment
<b>Indexing System</b>	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 2 filing cabinets < 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 1 filing cabinet < 1 GB
<b>Current Location</b>	Hardcopies may be on site where equipment is being used Enterprise Environmental Information System (EEIMS) database
<b>Audit Requirements</b>	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years Tri-annual audit schedule required by MDOT The Secretary's Office (TSO)
<b>Date Span</b>	1980 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	55
<b>Retention</b>	Hardcopy and digital versions are retained for the life of the system or herbicide/pesticide application, as applicable, plus 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Environment, Safety and Risk Management (OESRM) - Abatement Documentation</b>	<b>Page 69 of 173</b>
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<b>Record Series Content</b>	This classification shall include all documents relating to the abatement of lead-based paint and asbestos materials from MDTA facilities. Documentation may include (but not limited to): project notifications to regulatory agencies; abatement work plans; scopes of work; licenses and certifications of abatement company and their employees; any associated plans or documents.
<b>Record Series Function</b>	These documents are a function of environmental compliance and are required by Federal or State law.
<b>Organization/Arrangement</b>	By facility folder in Enterprise Environmental Information System (EEIMS) database
<b>Indexing System</b>	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 2 filing cabinets < 1 GB digitally
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 1 filing drawer in filing cabinet < 1 GB digitally
<b>Current Location</b>	Hardcopies may be part of MDTA Engineering and Construction (OEC) project files Enterprise Environmental Information System (EEIMS) database Project Solve (PS2)
<b>Audit Requirements</b>	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years Tri-annual audit schedule required by MDOT The Secretary's Office (TSO)
<b>Date Span</b>	1980 - current
<b>Completeness/Gaps</b>	Records during the 1980s and 1990s are sporadic, as they pre-date the existence of current recordkeeping procedures

<b>Schedule Item Number</b>	56
<b>Retention</b>	Records are maintained until the building(s)/property to which they refer is demolished or no longer owned by MDTA, whichever is sooner, and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Environment, Safety and Risk Management</b> <b>(OESRM) - Reports Required by Regulatory Agency</b>	<b>Page 70 of 173</b>
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<b>Record Series Content</b>	This classification includes any reports that are required by a Directive, Executive Order, federal or State law (example: annual All State Agencies Recycle reports). Excluded from this is biennial hazardous waste and semi-annual scrap rubber reporting, which is instead covered by Item 59: MDTA OESRM Waste Tracking Documentation.
<b>Record Series Function</b>	These documents are a function of environmental compliance; required by Federal or State law.
<b>Organization/Arrangement</b>	Folders in Enterprise Environmental Information System (EEIMS) database arranged by facility
<b>Indexing System</b>	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 1 filing cabinet < 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 1 filing drawer in filing cabinet < 1 GB
<b>Current Location</b>	Paper records of laboratory data maintained at each facility EEIMS database
<b>Audit Requirements</b>	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years Tri-annual audit schedule required by MDOT The Secretary's Office (TSO)
<b>Date Span</b>	2000 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	57
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital documents are maintained for 10 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Environment, Safety and Risk Management (OESRM) - Waste Characterization Records</b>	<b>Page 71 of 173</b>
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<b>Record Series Content</b>	Sample collection notes; sample collection chain-of-custody documentation; laboratory analysis records/data; and communications from waste haulers or regulatory agencies regarding the classification of wastes generated by MDTA.
<b>Record Series Function</b>	The Resource Conservation & Recovery Act (RCRA) dictates that MDTA must identify and be able to classify its waste streams to properly store, transport, and dispose of wastes. Waste characterization records demonstrate MDTA's good-faith effort to comply with this regulation.
<b>Organization/Arrangement</b>	Folders in Enterprise Environmental Information System (EEIMS) database arranged by facility
<b>Indexing System</b>	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 1 filing cabinet < 1 GB digitally
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 2 filing drawers in filing cabinet < 1 GB digitally
<b>Current Location</b>	Paper records of laboratory data maintained at each facility EEIMS database
<b>Audit Requirements</b>	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years Tri-annual audit schedule required by MDOT The Secretary's Office (TSO)
<b>Date Span</b>	2000 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	58
<b>Retention</b>	Records are retained for 10 years on-site and 10 additional years at the State Records Center, and then destroyed.
<b>Justification for Permanent Retention</b>	None



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Environment, Safety and Risk Management (OESRM) - Waste Tracking Documentation</b>	<b>Page 72 of 173</b>
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<b>Record Series Content</b>	Waste manifests; bills of lading; hazardous waste manifests; shipping papers or any derivation thereof, and reports required by federal or State regulation or legislation.
<b>Record Series Function</b>	MDTA must be able to accurately track and prove it is responsibly disposing of wastes generated on its property. Hazardous waste disposal is regulated by federal law.
<b>Organization/Arrangement</b>	Folders in Enterprise Environmental Information System (EEIMS) database arranged by facility
<b>Indexing System</b>	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 1 lateral filing cabinet < 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 1 filing drawer in filing cabinet < 1 GB
<b>Current Location</b>	MDTA OESRM filing cabinets, MDTA facility filing cabinets, and MDTA Engineering and Construction (OEC) project files EEIMS database
<b>Audit Requirements</b>	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years MDOT The Secretary's Office (TSO) requires a tri-annual audit schedule
<b>Date Span</b>	1980s - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	59
<b>Retention</b>	Records are retained for 30 years on-site and 70 additional years at the State Records Center, and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Environment, Safety and Risk Management</b> <b>(OESRM) - Spill and/or Release Records</b>	<b>Page 73 of 173</b>
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<b>Record Series Content</b>	Documents relating to a reportable spill or release on MDTA property. Subsequent logs, forms, formal communications, reports, etc. relating to the initial incident and follow-up activities relating or deriving from the initial incident.
<b>Record Series Function</b>	These documents are a function of environmental compliance. They are required by federal or State law or specific to permit conditions.
<b>Organization/Arrangement</b>	By facility
<b>Indexing System</b>	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	1 filing cabinet < 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 1 drawer in filing cabinet < 1 GB
<b>Current Location</b>	MDTA OESRM filing cabinets and various MDTA facility filing cabinets Enterprise Environmental Information System (EEIMS) database MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years MDOT The Secretary's Office (TSO) requires a tri-annual audit schedule
<b>Date Span</b>	1980 - current
<b>Completeness/Gaps</b>	Complete

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No.  (To be completed by DGS/Records Management Division)
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Schedule Item Number	60
Retention	Hard copies of spill/release records will be retained in the Stormwater Pollution Prevention Plan (SWPPP) booklet for a period of five (5) years, then scan to Maryland State Archives standards and destroy. Digital copies of spill/release records involving regulatory oversight are retained until 20 years after closure and then transferred to the Maryland State Archives.
Justification for Permanent Retention	Regulatory oversight of a spill or release may result in case closure; however, this is not an indication that a site is "clean" or that no contamination remains. These records will be used in the future if MDTA may have improvements and/or sale of property and will ensure environmental due diligence obligations under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) are met when environmental disclosure is required.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - Plans Required by Regulation	Page 75 of 173
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Record Series Content	Documents include signed/executed versions of Spill Prevention, Control & Countermeasures Plan (SPCC); Contingency Plans or Integrated Contingency Plans (ICPs); Asbestos Management Plans (AMPs); etc. These records shall also include receipts/proof of delivery of plans to regulating agency and any written correspondence and/or feedback from regulatory agency regarding the plan.
Record Series Function	These documents are a function of environmental compliance; required by Federal or State law or specific to permit conditions.
Organization/Arrangement	Folders in Enterprise Environmental Information System (EEIMS) database arranged by facility
Indexing System	Standard operating procedure (SOP) <i>Standardized Environmental Record Keeping</i> , which identifies color-coding scheme for environmental records
Restrictions (Law or Regulation Citation)	These documents are a function of environmental compliance; required by Federal or State law or specific to permit conditions.
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
Volume (file drawers, gigabytes, etc.)	Approximately 3 drawers in filing cabinet < 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 drawer in filing cabinet < 1 GB
Current Location	Hardcopies at various MDTA facilities EEIMS database
Audit Requirements	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years MDOT The Secretary's Office (TSO) requires a tri-annual audit schedule
Date Span	2000 - current
Completeness/Gaps	Compete

Schedule Item Number	61
Retention	Records are retained until 5 years after plan is superseded or discontinued, whichever is sooner, and are then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Environment, Safety and Risk Management (OESRM) - Negative Exposure Assessment Documentation	Page 76 of 173
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Record Series Content	Any documentation related to the performance of a Negative Exposure Assessment (NEA) for lead-based paint exposure.
Record Series Function	Compliance with Occupational Safety & Health Administration (OSHA) regulations on lead paint exposure to employees.
Organization/Arrangement	By NEA date, project type (e.g., plows vs building demolition, toll plaza repainting, etc.), facility, or any combination thereof
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word, Excel, PowerPoint, Access database
Volume (file drawers, gigabytes, etc.)	Approximately 1 drawer in filing cabinet < 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately ¼ drawer in filing cabinet < 1 GB
Current Location	Enterprise Environmental Information System (EEIMS) database
Audit Requirements	Subject to internal audits
Date Span	2000 - current
Completeness/Gaps	Complete

Schedule Item Number	62
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Digital records are maintained for the length of employee employment plus 30 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Environment, Safety and Risk Management (OESRM) - Training Records</b>	<b>Page 77 of 173</b>
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<b>Record Series Content</b>	Documents include training rosters, training materials, and any supplemental documents prepared or distributed during training activities.
<b>Record Series Function</b>	Training is a function of environmental compliance; most is required by federal or State regulation.
<b>Organization/Arrangement</b>	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 Digital: PDF, Word, Excel, PowerPoint, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 1 filing cabinet < 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	> 1 drawer in filing cabinet < 1 GB
<b>Current Location</b>	Hardcopies at the relevant facility or the MDTA Operations Training Coordinator's office Enterprise Environmental Information System (EEIMS) database Cornerstone Learning Management System (LMS)
<b>Audit Requirements</b>	General "look-back" period for Environmental Protection Agency (EPA) audits is 5 years Tri-annual audit schedule required by MDOT The Secretary's Office (TSO)
<b>Date Span</b>	1980 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	63
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for length of employment plus 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Executive - MDTA Board Meeting Minutes	<b>Page 78 of 173</b>
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<b>Record Series Content</b>	Final minutes of MDTA Board Meetings; MDTA Finance Committee Meetings; MDTA Capital Committee Meetings
<b>Record Series Function</b>	Historical documentation of the MDTA Board, MDTA Finance Committee, and MDTA Capital Committee. All documented minutes, excluding certain closed session minutes, are subject to public inspection. Record copy is maintained by MDTA Executive Office.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Closed Session Minutes: Restricted for Confidentiality under Maryland Annotated Code General Provisions Section 3-306 and Maryland Open Meetings Act
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Board: 6 storage boxes, 1.5 MB Capital: 4 shelves, 500 MB Finance: 1 storage box, 183 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Board: Approximately 12 binders, 50 MB Capital: Approximately 12 binders, 40 MB Finance: Approximately 12 binders, 10 MB
<b>Current Location</b>	Board & Finance: 2310 Broening Highway, Suite 150, Baltimore, MD 21224 - 2 <sup>nd</sup> floor storage Capital: 303 Authority Drive, Baltimore, MD 21222 - 3 <sup>rd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Internal and Office of Legislative Audits (OLA)
<b>Date Span</b>	Hardcopy: 2017 - current Digital: 2007 - current
<b>Completeness/Gaps</b>	Finance: Materials or minutes prior to 2017 Capital: Materials or minutes prior to 2007

<b>Schedule Item Number</b>	64
<b>Retention</b>	Signed hardcopies are scanned to Maryland State Archives standards. Paper and digital versions are retained for 60 years and then transferred to the Maryland State Archives. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	Minutes are historical, documenting the evolution of MDTA decisions.

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Executive - MDTA Board Meeting Materials	<b>Page 79 of 173</b>
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<b>Record Series Content</b>	Materials for the MDTA Board Meetings. Includes closed, open, and confidential documents.
<b>Record Series Function</b>	Meeting materials for the MDTA Board, Capital, and Finance Committee Meetings. Record copy is maintained by MDTA Executive Office.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Closed Session Minutes: Restricted for Confidentiality under Maryland Annotated Code General Provisions Section 3-306 and Maryland Open Meetings Act
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper, Binders Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Board: 6 storage boxes, 1.5 MB Capital: 4 shelves, 500 MB Finance: 1 storage box, 183 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Board: Approximately 12 binders, 50 MB Capital: Approximately 12 binders, 40 MB Finance: Approximately 12 binders, 10 MB
<b>Current Location</b>	Board & Finance: 2310 Broening Highway, Suite 150, Baltimore, MD 21224 - 2 <sup>nd</sup> floor storage Capital: 303 Authority Drive, Baltimore, MD 21222 - 3 <sup>rd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Internal and Office of Legislative Audits (OLA)
<b>Date Span</b>	Hardcopies: 2017 - current Digital: 2007 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	65
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 5 years and then deleted. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Executive - Legislation and Regulation Working Files	<b>Page 80 of 173</b>
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<b>Record Series Content</b>	Correspondence with elected officials, metropolitan planning councils, local governments, planning offices, and community associations; legislative proposals and reports; and community and general public plans.
<b>Record Series Function</b>	Taken together, these records provide a written history of the legislative relations strategies deployed by the MDTA. MDTA staff from various offices regularly refer back to the efforts made in prior years to inform their future plans. Record copy is maintained by MDTA Executive Office.
<b>Organization/ Arrangement</b>	By the year of the legislative session for which they were created and then by the bill they address, and/or the briefing for which they were developed
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Excel, PowerPoint, Publisher, JPEG, Text, Access database
<b>Volume (file drawers, gigabytes, etc.)</b>	11.8 GB comprised of 20,279 files in 2,036 folders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 1.5 GB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2010 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	66
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 20 years and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Executive - Board Committee Meetings - Audit and Human Resources</b>	<b>Page 81 of 173</b>
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<b>Record Series Content</b>	Meeting materials and notes.
<b>Record Series Function</b>	Materials presented to the Board. Record copy is maintained by MDTA Executive Office.
<b>Organization/Arrangement</b>	Chronological by date of meeting
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	Audit Committee: 20 MB Human Resources Committee: 200 KB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Audit Committee: 394 MB Human Resources Committee: 850 KB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	Audit: 2009 - current HR: 2013 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	67
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained 7 years and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Executive - MDTA Board Resolutions	Page 82 of 173
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Record Series Content	Resolutions approved by the MDTA Board.
Record Series Function	Historical and legal authorization to conduct operational business. Record copy is maintained by MDTA Executive Office.
Organization/Arrangement	By year of resolution and then in sequence by the number of resolutions in that year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	200 MB 20 pages
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 3 MB Approximately 5 pages
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1970 - current
Completeness/Gaps	Complete

Schedule Item Number	68
Retention	Hardcopies are scanned to Maryland State Archives standards. Original signed hard copies and scans are retained for 60 years and then transferred to State Archives. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	Historical and legal authorization to conduct operational business. Resolutions passed by the MDTA Board provide guidance and direction on operating business.

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Executive - 3G Contract	<b>Page 83 of 173</b>
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<b>Record Series Content</b>	Project files associated with the Electronic Toll Collection 3 <sup>rd</sup> Generation (ETC3G) program, which includes Requests for Proposals, Proposals of the selected vendors, Contracts, Modifications, Change orders, Task orders, monthly progress meeting summaries, submittals, transmittals, Requests for information, design session notes, plans, cuts sheets, inspection reports, invoices, estimates, correspondence, testing documents, project management documentation, and other related project management and design documentation.
<b>Record Series Function</b>	These records are used to control and track the progress of the projects associated with ETC3G. Record copy is maintained by MDTA Executive Office.
<b>Organization/Arrangement</b>	Organized by type of file
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Excel, Power Point, Primavera, and others
<b>Volume (file drawers, gigabytes, etc.)</b>	500 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	200 GB
<b>Current Location</b>	Microsoft Sharepoint
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	January 2018 - current Project completion is expected in May 2030
<b>Completeness/Gaps</b>	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Schedule Item Number</b>	69
<b>Retention</b>	Records are retained digitally until 5 years after the associated contracts are closed and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Finance - Payments and Automated Clearing House (ACH)</b>	<b>Page 85 of 173</b>
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<b>Record Series Content</b>	Invoices, vouchers/checks and related documents with original authorization. Includes Accounts Payable Debit Adjustments and AP Void files. Includes Construction and Conduit issues.
<b>Record Series Function</b>	Maintaining a copy of checks and ACH payments that are made weekly by the Finance Division. Bond payment documents must be kept for the life of the bond plus 7 years. Record copy is maintained by MDTA Finance.
<b>Organization/Arrangement</b>	Chronological by assigned check number. Index copies of checks filed alphabetically by vendor 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 Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 160 boxes 44,764 digital documents
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 80 boxes 4,974 digital documents
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance Storage Room MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Internal and Office of Legislative Audits (OLA)
<b>Date Span</b>	Fiscal Year 2017 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	70
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards, then retained for 90 days for clarity and review, and then destroyed. Scans and born-digital records are retained for 40 years and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Finance - Treasury and Investments	<b>Page 86 of 173</b>
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<b>Record Series Content</b>	Checking Account Bank Statements (filed in monthly folders). Memorandum and statements from Trustee for investment transactions (filed by invoice number). Contains trade tickets and other files related to banking and investments.
<b>Record Series Function</b>	These documents are used to verify bank balances and transactions. They are also used to confirm trades and payment of invoices.
<b>Organization/Arrangement</b>	Statements are filed by Bank and Account monthly. Requisitions are filed numerically by requisition number, which are assigned when they are generated in Microsoft Dynamics SL. Requisition numbers are only available to those with access to Microsoft Dynamics SL
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	2007 Trust Agreement amended 2017 IRS regulation 4.81.1.12
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 20 boxes Approximately 12GB (135,682 documents)
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 4 boxes Approximately 1 GB (2,190 documents)
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance Storage Room MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Annual Audit
<b>Date Span</b>	Hardcopy: 2016 - current Digital: Bank of New York (BONY) 2002 - current, M&T 2004 - current, Bank of America (BOA) 2009 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	71
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards, then retained for 90 days for clarity and review, and then destroyed. Scans and born-digital records are retained for 40 years and are then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Finance - Accounts Receivable/Toll Revenue</b> <b>Deposits Listing and Slips and Accounts Receivable Billings</b>	<b>Page 87 of 173</b>
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<b>Record Series Content</b>	Listing and classification of Finance's receipts and copy of deposit slips and daily facility and Customer Service Center (CSC) deposit forms and logs. Contains damage reports and invoices (filed by invoice number), miscellaneous billing, other State billings, concessionaire's billings. Contains reports and invoices of satisfied billings. Contains reports and invoices of satisfied billings (filed by invoice number).
<b>Record Series Function</b>	These files are used to prepare the deposit of checks and cash that the Finance Division receives for payments and reimbursements. These files also contain documents needed for billing purposes.
<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 Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 28 boxes 9,536 digital documents
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 14 boxes 953 documents
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance Storage Room MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Internal, Office of Legislative Audits (OLA), or Annual Audit
<b>Date Span</b>	2017 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	72
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards, then retained for 90 days for clarity and review, and then destroyed. Scans and born-digital records are retained for 6 years and then destroyed.
<b>Justification for Permanent Retention</b>	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Finance - Journal Entries	Page 88 of 173
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Record Series Content	Contains General Ledger Journal Entries arranged chronologically in monthly folders.
Record Series Function	These files document changes made to the general ledger.
Organization/Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	32 boxes 36,180 digital documents
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 32 boxes per year 5,169 journal entries
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance storage room and filing cabinet MDTA Computer Network - Shared Drive
Audit Requirements	Internal, Office of Legislative Audits (OLA), or Annual Audit
Date Span	2018
Completeness/Gaps	Complete

Schedule Item Number	73
Retention	Hardcopies are scanned to Maryland State Archives standards, then retained for 90 days for clarity and review, and then destroyed. Scans and born-digital records are retained for 6 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Finance - Toll Tickets and Toll Audits	Page 89 of 173
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Record Series Content	Contains toll tickets by toll collectors and the toll audits prepared by staff.
Record Series Function	The purpose of these documents is for use in auditing toll collection staff.
Organization/Arrangement	By facility
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	Approximately 10 boxes 144 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 10 boxes 11 GB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance storage room MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2017 - current
Completeness/Gaps	Complete

Schedule Item Number	74
Retention	Scan paper toll audits to Maryland State Archives standards, then retain scans for 6 years and then destroy. Toll tickets and paper toll audits are retained for 90 days from date received or until all internal review processes have been completed, whichever is later, and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Finance - Bond Documents and Bond Transcripts	Page 90 of 173
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Record Series Content	Contains trust accounts statements, legal documents, and other files related to Bonds. Includes historical documents concerning current and future bond issues (Conduit, Authority, Transportation Infrastructure Finance and Innovation Act [TIFIA] and Grant Anticipation Revenue Vehicle [GARVEE]). Bond agreements, legal opinions, and certifications concerning MDTA debt issuances.
Record Series Function	To maintain historical information concerning all bonds issued by the MDTA.
Organization/Arrangement	Chronological by bond series
Indexing System	None
Restrictions (Law or Regulation Citation)	Transportation Article Section 4 2007 Trust Agreement (amended in 2017) IRS Regulation 4.81.1.1.2
Formats (bound book, microfilm, pdf, tif, etc.)	Paper: Paper, bound books Digital: PDF
Volume (file drawers, gigabytes, etc.)	Approximately 60 boxes 7.76 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Inconsistent: varies based on number of bonds issued in that year
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Debt Director's office and MDTA Finance storage room MDTA Computer Network - Shared Drive
Audit Requirements	Annual and Office of Legislative Audits (OLA)
Date Span	2002 - current
Completeness/Gaps	Complete

Schedule Item Number	75
Retention	Records are retained onsite for the life of the bond plus 7 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Finance Payroll Records	<b>Page 91 of 173</b>
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<b>Record Series Content</b>	Contains payroll journal signature pages and all payroll journal reports, including:  HEMSG11S (Bonus/Shift Differential) DOT-HEMS127S (Earnings by Classification) HEMS130Q (Class Run Report) HEMS140Q (FICA) HEMS141Q (Hospitalization) HEMS144Q (Unemployment) DOT-HEMS235Q (Pension) DOT-HEMS236Q (Pension Law Enforcement)
<b>Record Series Function</b>	To verify payroll information by Responsibility Center (RC), which refers to the MDTA division or office billing code. Record copy is maintained by MDTA Finance.
<b>Organization/Arrangement</b>	Chronological by payroll period ending date
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper, computer printouts
<b>Volume (file drawers, gigabytes, etc.)</b>	5 filing drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	30 boxes
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Finance storage room and filing cabinet
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2016 - current
<b>Completeness/Gaps</b>	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	76
Retention	Records are retained on-site for 1 year, then transferred to the State Records Center for 2 additional years, and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Finance - Closed Contracts	<b>Page 93 of 173</b>
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<b>Record Series Content</b>	Copies of closed procurement contracts, including but not limited to formal approval for engineering contracts and extra work authorizations.
<b>Record Series Function</b>	These documents are used to verify invoice charges that are submitted for payment.
<b>Organization/Arrangement</b>	Chronological by contract number
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper, bound books Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 10 boxes Approximately 636 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 5 boxes (1 per contract) Approximately 100 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance storage room MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2017 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	77
<b>Retention</b>	Records are retained on-site for 1 year after the project closes and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Finance - Purchasing Cards	Page 94 of 173
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Record Series Content	Contains digital card holder logs that were scanned into Purchasing Card Information System (PCIS) and supporting documentation. Includes original documentation maintained by the actual card holder. Official copy is maintained by MDTA Finance, while partial secondary copy is maintained for a limited time at divisions throughout MDTA for reference.
Record Series Function	Records serve to document usage of State-issued purchasing cards.
Organization/Arrangement	Alphabetical by cardholder name, then chronological by month
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	6 filing drawers per year 5,690 digital documents
Annual Accumulation (file drawers, gigabytes, etc.)	12 boxes 948 digital documents
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Finance storage room and filing cabinet MDTA Computer Network - Shared Drive and LiveLink
Audit Requirements	Annual and Office of Legislative Audits (OLA)
Date Span	2017 - current
Completeness/Gaps	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	78
Retention	MDTA Finance hardcopies are retained until documents are scanned to Maryland State Archives standards, combined with the PCIS documents, and uploaded to Livelink. After these conditions are met, MDTA Finance hardcopies are destroyed. Scans and born-digital records are retained for 6 years or until all audit requirements have been met, whichever is later, and then destroyed. Copies maintained by all other MDTA offices are retained for 90 days and until all documents have been submitted and approved through PCIS, then are destroyed.
Justification for Permanent Retention	None



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Finance - Annual Reports	<b>Page 96 of 173</b>
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<b>Record Series Content</b>	Includes financial statements, annual reports and historical inspection reports on all MDTA facilities and Seagirt Marine Terminal.
<b>Record Series Function</b>	To maintain a hard and digital copy of the Audited Financial Reports and the Comprehensive Annual Financial Reports. Record copy is maintained by MDTA Finance.
<b>Organization/Arrangement</b>	Chronological by year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Bound Books Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	5 boxes, including extra copies for distribution 227 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1/10 of a box Approximately 6 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance storage room MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2000 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	79
<b>Retention</b>	1 hardcopy and 1 digital copy are retained for 10 years and then transferred to Maryland State Archives. Digital reference copy, a non-record duplicate copy made for the purpose of access, and any additional physical distribution copies are retained on-site until no longer needed for current business and then destroyed.
<b>Justification for Permanent Retention</b>	These documents include all information concerning the building of each facility and historical data concerning toll rates, construction costs and maintenance costs.

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Finance - Unclaimed Property and 1099 Reports	<b>Page 97 of 173</b>
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<b>Record Series Content</b>	Includes documents for unclaimed property and 1099 reporting.
<b>Record Series Function</b>	Unclaimed property indicates payments sent by the MDTA Finance that have never been cashed. 1099 information is required by the IRS for certain vendors (1099 reportable) that must report payments received by vendors for tax purposes.
<b>Organization/Arrangement</b>	Chronological by year
<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>	2 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file folder
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance Office
<b>Audit Requirements</b>	Annual and Office of Legislative Audits (OLA)
<b>Date Span</b>	2010 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	80
<b>Retention</b>	Records are retained on-site for 7 years or until all audit requirements have been completed, whichever is later, and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2925 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Finance - Travel Plaza Documents	<b>Page 98 of 173</b>
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<b>Record Series Content</b>	Includes documentation pertaining to the Travel Plaza P3 Project - Chesapeake House and Maryland House - such as submitted proposals, awarded contracts, evaluations, and environmental records. The P3 project is between MDTA and Areas USA.
<b>Record Series Function</b>	The purpose of these documents to verify contract information if questions arise concerning the current contract. These questions could be from internal/external staff (e.g. PIA requests). These documents can also be used for reference for future P3 contracts.
<b>Organization/Arrangement</b>	By type
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper, bound reports Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 20 boxes 63.3 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	None, unless a new P3 contract is created
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Finance storage room MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2012 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	81
<b>Retention</b>	Hardcopy and digital version are retained for the life of the contract plus an additional 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Finance - Travel Requests/Documentation	<b>Page 99 of 173</b>
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<b>Record Series Content</b>	All documentation relating to travel for anyone in MDTA.
<b>Record Series Function</b>	To maintain documentation on travel and expenses of MDTA staff. Record copy is maintained by MDTA Finance.
<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 Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	258 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 2 boxes Approximately 75MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Annual and Office of Legislative Audits (OLA)
<b>Date Span</b>	2018
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	82
<b>Retention</b>	Once packet is complete (when employee returns from work travel and submits all required paperwork), hardcopy records are scanned to Maryland State Archives standards and are then destroyed. Scans and born-digital records are retained for 5 years or until all audit requirements have been met, whichever is later, and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Finance - Reconciliations	Page 100 of 173
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Record Series Content	Documents used to reconcile General Ledger Accounts against Vector Reports, Construction and Consultant Invoice Control (CCIC) Spreadsheets.
Record Series Function	To verify that the General Ledger matches the Tripp/Vector Reports, CCIC Spreadsheets and Confiscated Funds.
Organization/Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Excel
Volume (file drawers, gigabytes, etc.)	Approximately 1,200 hardcopies 5 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 100 hardcopies 1.5 GB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Annual and OLA
Date Span	2015 - current
Completeness/Gaps	Complete

Schedule Item Number	83
Retention	Hardcopies are scanned to Maryland State Archives standards, then retained for 90 days for clarity and review, and then destroyed. Scans and born-digital records are retained for an additional 5 years or until all audit requirements have been met, whichever is later, and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> <b>Background Investigations</b>	<b>Page 101 of 173</b>
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<b>Record Series Content</b>	Contains release to conduct background investigation, request for an investigation, application results of investigation, factors to consider, summary sheet, driving history and email to hiring managers.
<b>Record Series Function</b>	Conduct background investigations on all permanent, temporary, contractual and reinstatements. Backgrounds may be pulled if applicant applies for the same position again in the future. Only MDTA Human Resources (HR) Director and HR Office Manager has access to background files.
<b>Organization/Arrangement</b>	Alphabetical by employee
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Restricted for confidentiality under Maryland Annotated Code General Provisions Section 4-311
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila folders
<b>Volume (file drawers, gigabytes, etc.)</b>	9 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1/2 drawer per year
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2008 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	84
<b>Retention</b>	Records are retained for 10 years after termination of employment and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Human Resources and Workforce Development - Essential Employees	<b>Page 102 of 173</b>
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<b>Record Series Content</b>	Essential employee acknowledgement form. An employee identified as essential is one whose job responsibilities are deemed vital to maintaining or supporting business operations of any aspect of MDOT's systems or functions during emergency, severe weather-related, or other critical condition.
<b>Record Series Function</b>	Documents that employees and their supervisor have signed the agreement.
<b>Organization/Arrangement</b>	Alphabetically
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila folders Digital: Word
<b>Volume (file drawers, gigabytes, etc.)</b>	1/2 of 1 drawer Approximately 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 drawer every 2 years Approximately 50 MB
<b>Current Location</b>	305 Authority Drive, Baltimore, Maryland 21222 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2016 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	85
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 2 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> Employee Personnel File/Medical File - Active	<b>Page 103 of 173</b>
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<b>Record Series Content</b>	Individual folders maintained for each MDTA employee, and contain personnel, payroll, leave, retirement documents, Family Medical Leave Act (FMLA), First Report of Injury (FROI), Pre-placement and Workability documents, benefits, forms, and other related correspondence.
<b>Record Series Function</b>	Documents personnel health, employment, and financial information.
<b>Organization/Arrangement</b>	Alphabetically by name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	HIPAA (Health Insurance Portability and Accountability Act) Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila folders (employee personnel files), red folders (employee medial files)
<b>Volume (file drawers, gigabytes, etc.)</b>	Stored in secure revolving file cabinets that are 8 shelves high. The Employee Personnel Files take up 48 shelves. The Employee Medical Files take up 34 shelves
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Varies based on number of newly hired employees
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	Approximately 1970 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	86
<b>Retention</b>	Retain during employment, then transfer to Inactive file (Item 87) upon completion of employment and retain in accordance with the retention period for Item 87.
<b>Justification for Permanent Retention</b>	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Human Resources and Workforce Development - Employee Personnel File/Medical File - Inactive	Page 104 of 173
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Record Series Content	Individual folders that contain the same information as Employee Personnel File/Medical File - Active (Item 86).
Record Series Function	Employee personnel file and employee medical file for individuals no longer employed by MDTA.
Organization/Arrangement	Alphabetically by name
Indexing System	None
Restrictions (Law or Regulation Citation)	HIPAA (Health Insurance Portability and Accountability Act) Maryland Annotated Code, General Provisions Article, Section 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Manila folders (employee personnel files), red folders (employee medical files) Digital: PDF, JPEG
Volume (file drawers, gigabytes, etc.)	2001 - 2018: 100 GB 2014: 14 large storage boxes 2015 - 2016: 4 cabinets 2017 - 2018: 14 shelves
Annual Accumulation (file drawers, gigabytes, etc.)	Varies depending on annual number of employees terminated from MDTA's staff roster
Current Location	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor storage room Silolmage software
Audit Requirements	Subject to internal audits
Date Span	2001 - current
Completeness/Gaps	Complete

Schedule Item Number	87
Retention	Hardcopy is retained for 4 years, scanned to Maryland State Archives standards, and then destroyed. Scans are retained for 7 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> Leave Journals and Payroll Journals	<b>Page 105 of 173</b>
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<b>Record Series Content</b>	Biweekly report printed on greenbar paper received from MDOT The Secretary's Office (TSO).
<b>Record Series Function</b>	Provide information used for processing employee services functions. Record copy is maintained by MDTA Human Resources.
<b>Organization/Arrangement</b>	Alphabetical by division, then chronological by pay period
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Health Insurance Portability and Accountability Act (HIPAA) Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Greenbar report sheets
<b>Volume (file drawers, gigabytes, etc.)</b>	208 reports: 104 leave reports and 104 payroll reports
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	52 reports: 26 leave reports and 26 payroll reports
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2014 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	88
<b>Retention</b>	Record copies are retained for 1 year and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <b>2923</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> <b>Class History File</b>	<b>Page 106 of 173</b>
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<b>Record Series Content</b>	Contains the history and development of each class utilized by the MDTA. Each file contains a record of specification adoptions and revisions, along with class title and code change information and specifications.
<b>Record Series Function</b>	Used to review history and development of positions created.
<b>Organization/Arrangement</b>	Numerical by PIN Number (e.g. 701234, 701235, 701236)
<b>Indexing System</b>	None - though arranged numerically, no secondary indexing document or database is used
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila files Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	2 drawers Approximately 2 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 drawer Approximately 1 GB
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1980 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	89
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 50 years and then transferred to the Maryland State Archives.
<b>Justification for Permanent Retention</b>	Provides the history and development of the positions. History files provide background information for study reports in conjunction to providing classification development and/or changes to the classification, plus union approval dates.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Human Resources and Workforce Development - Classification Study-Position (PINS) Files	Page 107 of 173
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Record Series Content	Contain memoranda; Forms DTS-1, DTS-3, DTS-4, DTS-5 and/or DTS-6; reports; and related correspondence on reclassification requests.
Record Series Function	Used to determine position reclassifications and for random audits.
Organization/ Arrangement	Numerical by PIN Number (e.g. 701234, 701235, 701236)
Indexing System	None - though arranged numerically, no secondary indexing document or database is used
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Manila folders (unmarked class), red folders (positions marked for restudy) Digital: PDF
Volume (file drawers, gigabytes, etc.)	5 drawers Approximately 5 GB
Annual Accumulation (file drawers, gigabytes, etc.)	½ of 1 drawer Approximately 2.5 GB
Current Location	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
Audit Requirements	MDOT The Secretary's Office (TSO) Audits
Date Span	1990 - current
Completeness/Gaps	Complete

Schedule Item Number	90
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 50 years and then transferred to the Maryland State Archives.
Justification for Permanent Retention	Provides history of PINs and reclassifications. PIN history files tracks the development and/or changes to a position, which is essential to preparing classification studies.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Human Resources and Workforce Development - Salary Survey Files	<b>Page 108 of 173</b>
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Record Series Content	Contains documentation, reports, records, statistical data and correspondence on salaries paid by other jurisdictions and private sector entities.
Record Series Function	Letters, memoranda, emails, and forms.
Organization/ Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Manila folders Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 drawer Approximately 2 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 folder Approximately 1 GB
Current Location	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2006 - current
Completeness/Gaps	Complete

Schedule Item Number	91
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained until 6 years after completion of survey and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> <b>Job Specification Files</b>	<b>Page 109 of 173</b>
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<b>Record Series Content</b>	Contains the most recently adopted or revised official job specifications for all MDTA/MDOT classes.
<b>Record Series Function</b>	To determine proper classification for vacant or filled positions.
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila folders Digital: PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	2 drawers Approximately 3 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	3 - 5 folders Approximately 2 GB
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1980 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	92
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained until superseded and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> Suspension Files/Grievance Appeals/Suspension Appeals/Discharge Appeals	<b>Page 110 of 173</b>
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<b>Record Series Content</b>	Completed forms and correspondence relating to suspensions of MDTA employees. Petitions, decisions and correspondence filed by MDTA employees. Completed suspension forms, appeals, decisions, and correspondence relating to discharge of an employee.
<b>Record Series Function</b>	Track employees' disciplinary records.
<b>Organization/Arrangement</b>	Alphabetically by employee name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila folders Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	3 cabinets (15 drawers) Approximately 5 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 drawer Approximately 1 GB
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2010 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	93
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained until 8 years after final resolution and exhaustion of all appeals, and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> Employee Assistance and Alcohol and Drug Test Files	<b>Page 111 of 173</b>
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<b>Record Series Content</b>	Contains referrals to the employee assistance program related to employee requests for assistance from the Employee Assistance Coordinator, alcohol and drug appointment notices, and drug and alcohol test file reports.
<b>Record Series Function</b>	Track supporting documentation, correspondence and test reports.
<b>Organization/Arrangement</b>	Alphabetically by employee name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311 and 4-329
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	1 drawer: current year 1 drawer: previous year(s) Approximately 2 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1/2 of 1 drawer Approximately 1 GB
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2015 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	94
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years after termination of employment and then destroyed.
<b>Justification for Permanent Retention</b>	None



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> <b>Disciplinary Action</b>	<b>Page 112 of 173</b>
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<b>Record Series Content</b>	Completed forms and correspondence relating to disciplinary actions of MDTA employees.
<b>Record Series Function</b>	Track employees' disciplinary action.
<b>Organization/Arrangement</b>	Alphabetically by employee name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila folders Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	3 cabinets (15 drawers) Approximately 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 drawer Approximately 50 MB
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2010 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	95
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> List of Eligibles (Candidates eligible to interview)	<b>Page 113 of 173</b>
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<b>Record Series Content</b>	Contains test titles, names of those passing the test, along with test scores and ranking.
<b>Record Series Function</b>	Purpose is to establish and revisit qualified candidate lists for recruitment tracking. Used when candidates are referred for interviews to fill vacancies.
<b>Organization/Arrangement</b>	Alphabetically by classification title
<b>Indexing System</b>	Functional title and classification
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Binders Digital: NeoGov
<b>Volume (file drawers, gigabytes, etc.)</b>	2 binders Approximately 10 GB in NeoGov
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	100 files Approximately 5 GB
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor NeoGov (cloud-based software)
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2014 - current
<b>Completeness/Gaps</b>	Compete

<b>Schedule Item Number</b>	96
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Human Resources and Workforce Development - Test History File	Page 114 of 173
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Record Series Content	Contains the history of each class including job analyses information, job specifications, project reports, and related documents.
Record Series Function	To validate the recruitment process.
Organization/Arrangement	Alphabetical by class title
Indexing System	Examination plan number, month and year
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	20 drawers (5 cabinets) Approximately 50 GB
Annual Accumulation (file drawers, gigabytes, etc.)	5 drawers Approximately 25 GB
Current Location	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2004 - current
Completeness/Gaps	Complete

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	97
Retention	Hardcopies are scanned to Maryland State Archives standards and are then destroyed. Scans and born-digital records are retained for 1 year and then screened annually. Material no longer needed for current operations is destroyed after screening.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Human Resources and Workforce Development - Test Master File	Page 116 of 173
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Record Series Content	Master test/answer key, individual testing records and other related documents.
Record Series Function	Administer tests, qualify/rank candidate answers.
Organization/Arrangement	Alphabetical by class title then chronological by test date
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions Article, Section 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, word
Volume (file drawers, gigabytes, etc.)	5 drawers Approximately 50 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1/2 of 1 drawer Approximately 50 GB
Current Location	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2012 - current
Completeness/Gaps	Complete

Schedule Item Number	98
Retention	A. Individual testing records and other related documents Hardcopies are scanned to Maryland State Archives standards and are then destroyed. Scans and born-digital records are retained for a minimum of 7 years after the life of the test and are then destroyed.  B. Master test and answer key Destroyed when superseded by a new test.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Human Resources and Workforce Development - Selection Plans	Page 117 of 173
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Record Series Content	Contains individual recruitment selection plans used in filling vacancies, along with interview and evaluation forms and all requisite recruitment documents.
Record Series Function	Purpose is to record data from vacancy to fill, ensuring that the process is completed to standards and that the recruitment is conducted fairly.
Organization/Arrangement	Recruitment number assigned by Human Resources Central (HRC)
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Manila folders Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	6 cabinets (30 drawers) Approximately 25 GB
Annual Accumulation (file drawers, gigabytes, etc.)	2 - 3 cabinets Approximately 10 GB
Current Location	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive HRC database
Audit Requirements	Subject to internal audits
Date Span	2015 - current
Completeness/Gaps	Complete

Schedule Item Number	99
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Human Resources and Workforce Development - Application File	Page 118 of 173
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Record Series Content	Maintain digital/copy applications from applicants applying to a specific job announcement.
Record Series Function	To revisit candidate qualifications and validate the recruitment process.
Organization/Arrangement	Class title labeled by examination plan number, month and year
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions Article, Section 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	20 drawers (5 cabinets) Approximately 20 GB in NeoGov
Annual Accumulation (file drawers, gigabytes, etc.)	5 drawers Approximately 5 GB
Current Location	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2014 - current
Completeness/Gaps	Complete

Schedule Item Number	100
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 5 years from the time of recruitment and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Human Resources and Workforce Development - Telework	Page 119 of 173
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Record Series Content	Original telework agreement MDTA 347 forms.
Record Series Function	Acknowledgment of employees' requests and approval of telework.
Organization/Arrangement	Alphabetically
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Manila folders Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 drawer Approximately 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1/2 of 1 drawer Approximately 50 MB
Current Location	305 Authority Drive, Baltimore, MD 21222 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2016 - current
Completeness/Gaps	Complete

Schedule Item Number	101
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years and then destroyed.
Justification for Permanent Retention	None



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> <b>Employee Training Record Files - Active</b>	<b>Page 120 of 173</b>
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<b>Record Series Content</b>	Contains employee application for training (MDTA Forms 163), documentation of trainings attended, certifications gained by employees, and Career Development Program college degree tuition reimbursement documents.
<b>Record Series Function</b>	To capture records of training and educational services provided to employees.
<b>Organization/Arrangement</b>	Alphabetical by employee name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila folders Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	12 file drawers, including inactive records (Item 103) Approximately 5 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	4 drawers Approximately 2.5 GB
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1978 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	102
<b>Retention</b>	Hardcopies and digital files are retained during employment, then transferred to Inactive File (Item 103) upon completion of employment and retained in accordance with the retention period for Item 103.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Human Resources and Workforce Development -</b> <b>Employee Training Record File - Inactive</b>	<b>Page 121 of 173</b>
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<b>Record Series Content</b>	Contains employee's application for training (MDTA Form 163) documentation of training attended, certification attained by employees, and Career Development Program college degree tuition reimbursement documents.
<b>Record Series Function</b>	To capture records of training and educational services provided to employees. Inactive file pertains to individuals no longer employed by MDTA.
<b>Organization/Arrangement</b>	Alphabetically by last name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Manila folders Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	12 file drawers, including active files (Item 102) Approximately 10 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 drawer Approximately 1 GB
<b>Current Location</b>	305 Authority Drive, Baltimore MD 21222 - 2 <sup>nd</sup> floor MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1978 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	103
<b>Retention</b>	Records are retained for 10 years and then destroyed with the following exception: if participant is rehired by MDTA prior to disposal, the relevant file is moved from Item 103 to Item 102 and retained in accordance with the retention period for Item 102.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Information Technology (IT) - Project Status Reports	Page 122 of 173
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Record Series Content	Contains routine status reporting concerning the division's active projects.
Record Series Function	This strictly informational series is used to update major stakeholders on the status of active IT projects.
Organization/Arrangement	The records are aligned to a specific project number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: Word
Volume (file drawers, gigabytes, etc.)	300 MB
Annual Accumulation (file drawers, gigabytes, etc.)	15 - 20 MB
Current Location	MDTA storage media at the Intercounty Connector (ICC) data center Nightly backup to the MDTA Data Recovery (DR) site at 1 Turnpike Drive, Perryville, MD 21903
Audit Requirements	Subject to internal audits
Date Span	December 2015 - current
Completeness/Gaps	Complete

Schedule Item Number	104
Retention	Records are retained until 1 year after project completion and then destroyed. Backup copy is destroyed by MDTA IT when original record is destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Information Technology (IT) - Information</b> <b>Technology Council Minutes</b>	<b>Page 123 of 173</b>
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<b>Record Series Content</b>	Contains actions and decision made by the council on a quarterly basis regarding the priority of individual IT projects.
<b>Record Series Function</b>	This strictly informational series is used to update major stakeholders on the status of active IT projects.
<b>Organization/Arrangement</b>	Chronological by year and quarter
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: Word
<b>Volume (file drawers, gigabytes, etc.)</b>	300 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	20 - 30 MB
<b>Current Location</b>	MDTA storage media at the Intercounty Connector (ICC) data center Nightly backup to the MDTA Data Recovery (DR) site at 1 Turnpike Drive, Perryville, MD 21903
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	January 2015 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	105
<b>Retention</b>	Records are retained for 6 quarters and then destroyed. Backup is destroyed by MDTA IT when original record is destroyed.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Information Technology (IT) - Service Desk Request	<b>Page 124 of 173</b>
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<b>Record Series Content</b>	Contains routine status reporting concerning the activities involved to responding to the MDTA user's information technology request.
<b>Record Series Function</b>	Records communicate users' requests for service or new equipment using end-point devices.
<b>Organization/Arrangement</b>	Numerical by request identification (ID) auto-generated by Maximo service ticketing system
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: Database
<b>Volume (file drawers, gigabytes, etc.)</b>	10 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	50 MB
<b>Current Location</b>	Database in the Office of Transportation Technology Services (OTTS) data center managed by MDOT The Secretary's Office (TSO)
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1998 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	106
<b>Retention</b>	Records are retained for 25 years from the closing date of the request and are then destroyed. Data cannot be deleted directly by users and will instead be deleted by MDTA IT or TSO OTTS.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Information Technology (IT) - New User Form/Folder Rights	<b>Page 125 of 173</b>
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<b>Record Series Content</b>	Contains information about the user's access to network or a system and rights or permissions required.
<b>Record Series Function</b>	This is used to create new users in the MDTA network and extend access to file shares and/or enterprise applications.
<b>Organization/Arrangement</b>	Numerical by a request identification (ID) auto-generated by the Maximo system.
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: Database
<b>Volume (file drawers, gigabytes, etc.)</b>	10 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	50 MB
<b>Current Location</b>	Database in the Office of Transportation Technology Services (OTTS) data center managed by MDOT The Secretary's Office (TSO)
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1998 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	107
<b>Retention</b>	Records are retained for 25 years from the closing date of the request and then destroyed. Data cannot be deleted directly by users and will instead be deleted by MDTA IT or TSO OTTS.
<b>Justification for Permanent Retention</b>	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Information Technology (IT) - Telecommunication Records	<b>Page 126 of 173</b>
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Record Series Content	Included, but not limited to vendor invoices, employee payment records and device requests.
Record Series Function	Employee reimbursement for their personal use on work devices and device justification.
Organization/ Arrangement	Chronological by month, then alphabetical by employee or numerical by device number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Various
Volume (file drawers, gigabytes, etc.)	1 file drawer Approximately 35 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1/3 file drawer Approximately 10 GB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2016 - current
Completeness/Gaps	Complete

Schedule Item Number	108
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital documents are retained for 3 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA-Wide - General Correspondence	Page 127 of 173
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Record Series Content	Contains letters, reports, memorandums and reference materials, etc. not included in any other series. Does not include email maintained digitally.
Record Series Function	Reflect the routine operations of the organization.
Organization/ Arrangement	Alphabetical by subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Word, Excel
Volume (file drawers, gigabytes, etc.)	Approximately 4 file drawers Approximately 50 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 file drawer Approximately 12 GB
Current Location	Various MDTA facilities MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2014 - current
Completeness/Gaps	Complete

Schedule Item Number	109
Retention	Retain for 6 months and until no longer needed for current operations and then destroy.
Justification for Permanent Retention	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA-Wide - Policies, Regulations and Procedures	Page 128 of 173
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Record Series Content	Internal policies, procedures, manuals, and other supporting documents.
Record Series Function	Providing instructions, steps, and guidance on how to complete tasks and processes.
Organization/Arrangement	By division and numerical by procedure number
Indexing System	MDOT Policy Manual intranet page listing procedure names and numbers
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	257 MB
Annual Accumulation (file drawers, gigabytes, etc.)	6000 KB
Current Location	MDTA Computer Network - Shared Drive MDTA Intranet
Audit Requirements	Subject to internal audits
Date Span	2016 - current
Completeness/Gaps	Complete

Schedule Item Number	110
Retention	Records are retained until superseded or rescinded, whichever is sooner, and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b>  (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA-Wide - Office of the Attorney General Advice	<b>Page 129 of 173</b>
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<b>Record Series Content</b>	Advice given to MDTA employees, offices, or divisions from the Office of the Attorney General.
<b>Record Series Function</b>	Providing legal advice for projects and daily MDTA functions.
<b>Organization/Arrangement</b>	Alphabetical by project name or subject
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Common Law Attorney-Client Privileged Maryland Annotated Code, General Provisions Article, Sections 4-301 and 4-304
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 25 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 6 MB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2000 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	111
<b>Retention</b>	All born-digital content (including Word and Email files) is converted to PDF and then destroyed. PDFs are retained for 1 year and until no longer needed for current business and then destroyed with the following exception: any items that illustrate the evolution of MDTA's processes over time are offered to the Maryland State Archives for permanent retention.
<b>Justification for Permanent Retention</b>	Most records of this type lack historical significance, but a select few may be important for illustrating the evolution of MDTA's processes over time. These will be offered to the Maryland State Archives on a case-by-case basis when they have met the minimum retention period identified above.

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA-Wide - Unofficial Personnel File (Division/Office Copy)</b>	<b>Page 130 of 173</b>
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<b>Record Series Content</b>	Includes but not limited to:  Leave requests Doctor notes Letters Memos Training Employee performance Telework plans and agreements Personal Identification Number (PIN) actions
<b>Record Series Function</b>	Providing reference documentation for supervisors and employees throughout the employee's employment. Official personnel files are maintained by MDTA Human Resources and Workforce Development.
<b>Organization/Arrangement</b>	Alphabetical by employee name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Word
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 56 GB Approximately 3 folders
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 70 MB Approximately 5 - 15 folders
<b>Current Location</b>	Various MDTA facilities MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1988 - current
<b>Completeness/Gaps</b>	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Schedule Item Number</b>	112
<b>Retention</b>	Records are retained until termination of employment and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA-Wide - Contracts	Page 132 of 173
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Record Series Content	Files dealing with the administration of contracts within each division or office and maintained by the contract monitor/manager for that division or office. Records may include, but are not limited to:  Request for proposal (RFP) submission documents Task approvals Copies of invoice coding sheets and working invoices Official correspondence Reports and other adjustments Notes concerning historical information
Record Series Function	Supporting documentation for the contract that helps justify tasks and is used as reference material during future projects or contracts.
Organization/Arrangement	Chronological by contract number By discipline for Dynamics (invoice computer system) number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Word, Excel
Volume (file drawers, gigabytes, etc.)	12 file drawers Approximately 25 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 file drawer Approximately 3 GB
Current Location	Various MDTA facilities MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2005 - current
Completeness/Gaps	Compete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	113
Retention	Files are retained for 4 years after contract closeout or until all audit requirements have been completed, whichever is later, and then all records that no longer have any administrative or legal significance are destroyed. Records that have ongoing administrative or legal significance will be screened annually and destroyed when obsolete.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA-Wide - Records Management Program Records	Page 134 of 173
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Record Series Content	Includes the MDTA retention schedule, disposal certificates, and transfer paperwork. Reviewed and updated at least every 5 years.
Record Series Function	Currently active retention schedule informs and provides legal justification for decisions made about records management. Disposal certificates and transfer paperwork maintained for reference. Official copies of disposal certificates and transfer paperwork are maintained by the Maryland State Archives.
Organization/Arrangement	Schedule and disposals: numerical Transfers: chronological
Indexing System	Indexed by the Maryland State Archives Guide to Government Records
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	87 MB
Annual Accumulation (file drawers, gigabytes, etc.)	10 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2013 - current
Completeness/Gaps	Complete

Schedule Item Number	114
Retention	MDTA's copy of approved retention schedule is retained until superseded and then destroyed. MDTA's copy of disposal certificates and transfer paperwork are retained for 6 years and then destroyed. An additional copy of approved retention schedule and disposal certificates is submitted to and retained permanently by the Maryland State Archives.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Operations - Toll Collection Records & Reports	<b>Page 135 of 173</b>
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<b>Record Series Content</b>	Includes but not limited to daily cash and ticket report, collection check list, disbursement slips and inventory reports, bank deposit slips, toll shift supervisor's report, change fund verification, equipment failure, unusual record of toll overpayment, pledge for payment of toll, and customer requests for refund.
<b>Record Series Function</b>	To respond to issues that may come up concerning money rooms, change funds, etc.
<b>Organization/Arrangement</b>	Chronological by quarter, then numerical or alphabetically by employee
<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 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	50 KB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2015 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	115
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained digitally at facility for 1 year and then destroyed.
<b>Justification for Permanent Retention</b>	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations - Facility Reports	Page 136 of 173
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Record Series Content	Includes but not limited to military passage, non-revenue (NR) records, toll evader reports, traffic counts, man hours, snow report, days on duty logs, and overtime reports.
Record Series Function	Document materials, equipment, comparison reasons, utilize revenue, and traffic counts, etc.
Organization/Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Excel
Volume (file drawers, gigabytes, etc.)	6 cubic feet 20 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 cubic foot per facility 1 MB
Current Location	Various MDTA facilities MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2016 - current
Completeness/Gaps	Complete

Schedule Item Number	116
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained at facility for 1 year and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Operations - Training Documentation and Training Certifications	<b>Page 137 of 173</b>
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<b>Record Series Content</b>	Included, but not limited to, training materials, rosters, employee certifications, license reimbursements requests, course and vendor data, and training requests.
<b>Record Series Function</b>	These records are used to track training for MDTA Operations employees.
<b>Organization/Arrangement</b>	Numerical by course code or alphabetical by course name
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Presence of Personally Identifiable Information (PII) Maryland Annotated Code of General Provisions Article Section 4-329
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	4 small file drawers 6.10 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	.5 GB
<b>Current Location</b>	1200 Frankfurst Ave, Baltimore MD 21226 MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2012 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	117
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2922 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations - Employee Certification	Page 138 of 173
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Record Series Content	Certification given to employees after completion of course, class or training.
Record Series Function	These records are used to track training certificates for MDTA Operations employees.
Organization/Arrangement	Alphabetical by employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	Presence of Personally Identifiable Information (PII) Maryland Annotated Code of General Provisions Article Section 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	1.70 GB
Annual Accumulation (file drawers, gigabytes, etc.)	.25 GB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2004 - current
Completeness/Gaps	Some incompleteness prior to 2010 due to past recordkeeping practices

Schedule Item Number	118
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for the length of employment, then transferred to Item 87 (Employee Personnel File/Medical File - Inactive) after completion employment and retained in accordance with the retention period for Item 87.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations - Equipment Maintenance	Page 139 of 173
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Record Series Content	Includes, but not limited to, copies of all vehicle and equipment acquisitions, titles, mileage and utilization logs, accidents and inspection reports, and maintenance history, and worksheets.
Record Series Function	Required for all maintenance and utilization functions of the vehicle from initial receipt and acceptance until declared excess property. Records are maintained in a manner consistent with Maryland Department of Budget and Management (DBM) Policy and Procedures.
Organization/Arrangement	Filed numerically by license tag or vehicle call sign/number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	10 lateral file cabinets
Annual Accumulation (file drawers, gigabytes, etc.)	1/3 of 1 file drawer
Current Location	304 Authority Drive, Baltimore, MD 21222 - MDTA Fleet Management Additional copies maintained at facilities to which equipment is assigned
Audit Requirements	Subject to internal audits
Date Span	1990 - current
Completeness/Gaps	Complete

Schedule Item Number	119
Retention	Records are retained in MDTA Fleet Management for 6 years after equipment is sold, traded-in, or destroyed and then destroyed. A local copy is retained at facilities where equipment is assigned for 3 years following the equipment disposal (sold, traded-in, or destroyed) and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations - Inventory/Storeroom Records	Page 140 of 173
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Record Series Content	Receipt of materials, withdrawal requisitions (Form 151), and visitor logs.
Record Series Function	Receipt of materials is tracked through credit card logs or purchase orders and invoice coding sheets. Visitor logs track access into the secured storerooms. Withdrawal requisitions are signed by personnel receiving material from the storeroom after being planned on work order or desktop requisitions.
Organization/Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper (receipts, withdrawal requisitions, and visitor logs) Digital: Credit card logs
Volume (file drawers, gigabytes, etc.)	Approximately 25 boxes
Annual Accumulation (file drawers, gigabytes, etc.)	7 file drawers
Current Location	9 storerooms across MDTA facilities
Audit Requirements	Subject to internal and Office of Legislative Audits (OLA) audits
Date Span	2014 - current
Completeness/Gaps	Complete

Schedule Item Number	120
Retention	Records are retained at facility storeroom for 3 years and until all audit requirements have been fulfilled and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Operations – E-ZPass - Audit Documents and Reports	<b>Page 141 of 173</b>
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<b>Record Series Content</b>	Contains letter, reports, procedures, and documents used to respond to or conduct internal or external audits requests for MDTA, Statements on Standards for Attestation Engagements No. 16 (SSAE 16) toll audit, Office of Legislative Audits (OLA), and Customer Service Centers (CSC) Change Fund.
<b>Record Series Function</b>	To support random audits of non-revenue (NR) accounts.
<b>Organization/Arrangement</b>	Chronological by calendar year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Word, Excel
<b>Volume (file drawers, gigabytes, etc.)</b>	General Audit File: 67 MB Non-revenue Audit File: 17 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	200 KB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Monthly by E-ZPass staff
<b>Date Span</b>	2015 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	121
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained digitally for 3 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations – E-ZPass Change Orders	Page 142 of 173
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Record Series Content	Contains change order request, comment disposition matrixes, and release notes used for reference purposes.
Record Series Function	Change order to Electronic Toll Collection (ETC) system maintained by contractors.
Organization/Arrangement	Sequential numbering change orders
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Word
Volume (file drawers, gigabytes, etc.)	266 MB
Annual Accumulation (file drawers, gigabytes, etc.)	15 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2010 - current
Completeness/Gaps	Complete

Schedule Item Number	122
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained digitally for the life of the contract plus 5 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations – E-ZPass Transponder and Lane Equipment Purchase Forms and Invoices	Page 143 of 173
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Record Series Content	Contains purchase orders, approval letters, and invoices for bulk purchases only.
Record Series Function	Budgeting and data purchases.
Organization/ Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Excel
Volume (file drawers, gigabytes, etc.)	3.1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	95 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2015 - current
Completeness/Gaps	Complete

Schedule Item Number	123
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained digitally for 3 years and then destroyed.
Justification for Permanent Retention	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations – E-ZPass Department of Motor Vehicle (DMV) Agreements	Page 144 of 173
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Record Series Content	Department of Motor Vehicle (DMV) lookup agreements and acknowledgement forms. These are required in order to obtain video toll customer information for noticing. DMV is used here as a general term for nationwide Departments of Motor Vehicles rather than referring to Maryland's Motor Vehicle Administration (MVA).
Record Series Function	Gives MDTA employees and contractors access to various states' or territories' DMV databases for research purposes.
Organization/Arrangement	Alphabetical by state or territory then chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	250 MB
Annual Accumulation (file drawers, gigabytes, etc.)	30 MB
Current Location	MDTA Computer Network - Shared Drive Contractor Drive
Audit Requirements	Subject to internal audits
Date Span	2015 - current
Completeness/Gaps	Complete

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	124
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained digitally for the life of the agreement plus an additional 2 years and then destroyed.
Justification for Permanent Retention	None

Record Series Content	Quarterly scans, self-assessment questionnaires, attestation of compliance, and training acknowledgment forms. These are required by the contact and are needed by our merchant bank in order for MDTA to accept payment cards for financial transactions.
Record Series Function	PCI compliance
Organization/ Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Word, Excel
Volume (file drawers, gigabytes, etc.)	280 MB
Annual Accumulation (file drawers, gigabytes, etc.)	20 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Yearly by E-ZPass Staff and Partner/Contractor submitted to Bank of America
Date Span	2009 - current
Completeness/Gaps	Complete

Schedule Item Number	125
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained digitally for the life of the contract plus an additional 5 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <b>2923</b> (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations – E-ZPass Procurement Documents	Page 147 of 173
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Record Series Content	Quotes, proposals, W9s Electronic Funds Transfer (EFT) forms, purchase orders, invoices, and approval documents.
Record Series Function	These are internal documents kept for reference purposes for any procurements initiated by E-ZPass Operations.
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Excel
Volume (file drawers, gigabytes, etc.)	147 MB
Annual Accumulation (file drawers, gigabytes, etc.)	15 - 30 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2015 - current
Completeness/Gaps	Complete

Schedule Item Number	126
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained digitally for 3 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations – E-ZPass Disposition Data	Page 148 of 173
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Record Series Content	Detailed transaction disposition in Excel spreadsheet form. These are records of all traffic at MDTA facilities and are used to identify if the transactions are in a pending or final state and if revenue is collected.
Record Series Function	Customer toll transactions
Organization/Arrangement	By date
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: Excel
Volume (file drawers, gigabytes, etc.)	600 KB
Annual Accumulation (file drawers, gigabytes, etc.)	100 KB
Current Location	MDTA Computer Network - Shared Drive Offline Data Storage (OLDS) website
Audit Requirements	Subject to internal audits
Date Span	2018
Completeness/Gaps	Complete

Schedule Item Number	127
Retention	Retain digitally for the life of the contract plus an additional 5 years and then destroy records not having any administrative or legal significance. Screen annually records with continuing administrative or legal significance and destroy when no longer needed for current business.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Operations - Subpoenas for E-ZPass Data	<b>Page 149 of 173</b>
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<b>Record Series Content</b>	Copies of subpoenas received, data provided and correspondence between the Attorney General's Office and attorneys.
<b>Record Series Function</b>	Copies of subpoenas are received by E-ZPass and assigned to the quality assurance group.
<b>Organization/Arrangement</b>	Alphabetical by county name, then chronological by year
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Digital: PDF, Excel, Word, Outlook
<b>Volume (file drawers, gigabytes, etc.)</b>	37 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	400 MB
<b>Current Location</b>	MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2013 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	128
<b>Retention</b>	Microsoft Outlook documents are converted to PDF and then destroyed. PDFs and all other born-digital content are retained for 5 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <b>2923</b> (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations – E-ZPass Non-Revenue (NR) Agency Files	Page 150 of 173
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Record Series Content	Applications and required documentation for all NR accounts opened and all audits completed. These are required documents for employee and State agency NR accounts.
Record Series Function	Keep track of new NR accounts opened as well as any updates.
Organization/Arrangement	Alphabetical by last name MDTA Fleet has its own folder Additional subfolder for agencies with NR privileges organized alphabetically
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Excel
Volume (file drawers, gigabytes, etc.)	2.3 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by new employees and updates
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audit
Date Span	2011 - current
Completeness/Gaps	Complete

Schedule Item Number	129
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for length of employee's employment plus an additional 5 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations - User Identification Forms	Page 151 of 173
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Record Series Content	All forms to request access to <i>E-ZPass</i> systems and approvals and all audits completed. These are required documents for all MDTA employees with <i>E-ZPass</i> system access.
Record Series Function	Allows users to access the Vector system to perform job duties. Vector system is maintained by MDTA's Partner. It is a database where all customer account info is stored and maintained. It is used by all MDTA specialists, Partner's Call Center employees, and <i>E-ZPass</i> Customer Service Centers.
Organization/Arrangement	Alphabetical by last name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	610 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 61 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2009 - current
Completeness/Gaps	Complete

Schedule Item Number	130
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for the length of employment plus an additional 5 years and then destroyed.
Justification for Permanent Retention	None



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Operations - Court Package Documents	<b>Page 152 of 173</b>
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Record Series Content	All forms used to compile the evidence package for contested video tolls. This includes Notice of Toll Due (NOTD), Citation, Letter of Determination, Plate Images, and court motions.
Record Series Function	Used as evidence in court and in appeals cases.
Organization/Arrangement	Digital evidence packages are stored by jurisdiction, then by year, then by month
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	64.3 GB
Annual Accumulation (file drawers, gigabytes, etc.)	370 PDFs
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2014 - current
Completeness/Gaps	Complete

Schedule Item Number	131
Retention	Records are retained for 5 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Records Series Title:</b> MDTA Operations - Money Room Documents	<b>Page 153 of 173</b>
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Record Series Content	Includes, but not limited to, bank deposits, summary sheets, Dunbar deposits, verification forms, collector denomination breakdown summaries, and <i>E-ZPass</i> deposits.
Record Series Function	Used for comparison and verification data.
Organization/ Arrangement	Chronological by year and month
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF
Volume (file drawers, gigabytes, etc.)	15 GB
Annual Accumulation (file drawers, gigabytes, etc.)	30 GB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2015 - current
Completeness/Gaps	Complete

Schedule Item Number	132
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 1 year and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Operations - Transponder Inventory	<b>Page 154 of 173</b>
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<b>Record Series Content</b>	Receipt of transponder / physical log regarding On the Go transponders. On the Go is a packaged transponder with a pre-paid toll balance purchased by members of the public and used to pay automatically for tolls.
<b>Record Series Function</b>	Keep track of transponder inventory that is received from MDTA Partner and provided to either Outreach teams or Customer Service Center (CSC).
<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: Sign-out sheets Digital: Inventory in Vector system (web-based database maintained by vendor)
<b>Volume (file drawers, gigabytes, etc.)</b>	Small group of physical logs (for On the Go) kept at an employee's desk Approximately 1 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 drawer for physical devices Approximately 12 MB
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 Vector system/database
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2012 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	133
<b>Retention</b>	Records are retained for 3 years and then destroyed.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations - Transponder Inventory/Assignment Sheet	Page 155 of 173
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Record Series Content	Inventory sheet covering the number of transponders that have been sold against the amount that were given to each Customer Service Center (CSC).
Record Series Function	Record of transponders sold/distributed to the public.
Organization/Arrangement	Chronological by year then date
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Vector
Volume (file drawers, gigabytes, etc.)	600 MB
Annual Accumulation (file drawers, gigabytes, etc.)	25 MB
Current Location	MDTA Computer Network - Shared Drive Vector system/database
Audit Requirements	Subject to internal audits
Date Span	2015 - current
Completeness/Gaps	Complete

Schedule Item Number	134
Retention	Records are retained for 1 year and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Operations - Security Documentation	Page 156 of 173
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Record Series Content	Includes, but not limited to, money transaction log book, Dunbar books, visitor money room log book, and key inventory log.
Record Series Function	Document access to the money rooms.
Organization/Arrangement	Chronological by day at each facility
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	5 MB
Annual Accumulation (file drawers, gigabytes, etc.)	850 KB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2013 - current
Completeness/Gaps	Complete

Schedule Item Number	135
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 3 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Planning - Consolidation Transportation Program (CTP) Draft and Final Books	Page 157 of 173
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Record Series Content	Six-year capital budget outlook published annually by the MDOT The Secretary's Office (TSO) Office of Planning and Capital Programming (OPCP).
Record Series Function	Tracks projects, construction, etc. Record copy is maintained by MDOT TSO OPCP.
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Bound books
Volume (file drawers, gigabytes, etc.)	2 shelves of a book case
Annual Accumulation (file drawers, gigabytes, etc.)	2 books received from MDOT TSO OPCP
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224
Audit Requirements	Subject to internal audits
Date Span	Fiscal Year 1988 - current
Completeness/Gaps	Complete

Schedule Item Number	136
Retention	Records are retained for 6 years and are then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Planning - Project Action Form (PAF)	Page 158 of 173
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Record Series Content	A record of approvals for new capital projects or changes to budget, schedule, and/or scope of existing capital projects.
Record Series Function	Used for internal review and approval. Record copy is maintained by MDTA Planning.
Organization/Arrangement	Chronological by year then numerical by project number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Notebooks Digital: Open Text (document management system containing files in PDF, Word)
Volume (file drawers, gigabytes, etc.)	1.3 GB for 2006 - 4/2016 on MDTA Computer Network - Shared Drive 400 files for 2017 - current saved in automated PAF system 10 books
Annual Accumulation (file drawers, gigabytes, etc.)	10 MB No hardcopies after 2016
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Program Manager's office MDTA Computer Network - Shared Drive MDTA Intranet
Audit Requirements	Subject to internal audit
Date Span	Hardcopies 2009 - 2016 Digital 2006 - current
Completeness/Gaps	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	137
Retention	Hardcopies are scanned to Maryland State Archives standards. Hardcopies, scans, and born-digital records are retained for 10 years or until all audits requirements have been met, whichever is later, and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	None



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Planning - Ad/Notice to Proceed (NTP) Reports	Page 160 of 173
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Record Series Content	Monthly report that includes the capital projects that will be advertised within the next six months and those projects which have been advertised but have not yet reached the NTP date.
Record Series Function	For the reference of projects and timelines, to compare to previous deadlines and extensions. Record copy is maintained by MDTA Planning.
Organization/Arrangement	Chronological by month
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Excel
Volume (file drawers, gigabytes, etc.)	33 MB
Annual Accumulation (file drawers, gigabytes, etc.)	2 MB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	Fiscal Year 2006 - current
Completeness/Gaps	Complete

Schedule Item Number	138
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 5 years and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Planning - Capital Program Management System (CPMS) Snapshot Reports	Page 161 of 173
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Record Series Content	Records of the capital projects, cash flows, and comments at a specific time.
Record Series Function	These records are snapshots of Consolidation Transportation Program (CTP) throughout the years. They are used to document changes made between Draft and Final CTPs.
Organization/Arrangement	Chronological by date
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Access database
Volume (file drawers, gigabytes, etc.)	10 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 40 files
Current Location	MDTA Computer Network - Shared Drive on a CPMS application Capital Management and Programming System (CMAPS)
Audit Requirements	Subject to internal audits
Date Span	1998 - current
Completeness/Gaps	Complete

Schedule Item Number	139
Retention	Records are retained for 6 years and then destroyed.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Planning - NEPA Documents and Planning Reports	Page 162 of 173
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Record Series Content	Documents and reports pertaining to compliance with the National Environmental Policy Act (NEPA) of 1969, primarily environmental assessments and environmental impact studies.
Record Series Function	Kept for internal information and studies. Record copy is maintained by MDTA Planning.
Organization/Arrangement	Alphabetical by project name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Books Digital: Word, PDF
Volume (file drawers, gigabytes, etc.)	2 bookcase shelves 30 GB
Annual Accumulation (file drawers, gigabytes, etc.)	25 GB per project
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2002 - current
Completeness/Gaps	Complete

Schedule Item Number	140
Retention	Scan records to Maryland State Archives standards and convert Word files to PDF, then destroy originals. Retain PDFs for 20 years, then transfer to the Maryland State Archives. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	The NEPA Study is a record of the Planning Study, which is the combination of all files for a certain project/study (e.g. Bay Bridge 3 <sup>rd</sup> Span) and provides the background on why a certain decision was made. This is used during Final Design and Construction phases.

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Records Series Title: MDTA Planning - Project Files	Page 163 of 173
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Record Series Content	Documents, data, and reports about MDTA facilities, including, but not limited to, tech reports, studies, and mapping.
Record Series Function	Internal use and reference for a record of the project, approvals and reports.
Organization/Arrangement	Chronological by project date
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Word, Excel
Volume (file drawers, gigabytes, etc.)	30 GB
Annual Accumulation (file drawers, gigabytes, etc.)	30 KB
Current Location	MDTA Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2005 - current
Completeness/Gaps	Complete

Schedule Item Number	141
Retention	Hardcopies are scanned to Maryland State Archives standards and then destroyed. Scans and born-digital records are retained for 20 years and then destroyed.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> MDTA Planning - Land Acquisition, Disposition, and Property Management Records	<b>Page 164 of 173</b>
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<b>Record Series Content</b>	<p>Completed case files that have been screened to separate the general administrative correspondence from the portion that have historical, administrative correspondence from the portion that have historical, administrative, and legal value to MDTA. Real estate records dealing with acquisition and disposition and use of MDTA property including, but not limited to, permits/permit applications, leases, agreements, and easements.</p> <p>The completed case files may contain, but are not limited to copies and/or originals of:</p> <ul style="list-style-type: none"><li>Plats</li><li>Official correspondence</li><li>Appraisals</li><li>Original Purchase/Sale Agreement</li><li>Lease Application</li><li>Lease Agreements</li><li>Title Report</li><li>Property Insurance Certification</li><li>Property Deeds</li><li>Easements</li><li>License Agreements</li><li>Right of Way Agreements</li><li>Phase I and II Environment Reports (Final)</li><li>Memorandum of Understanding Agreements</li><li>Project Agreements</li><li>Acquisition - Supporting Documentation</li><li>Relocation - Supporting Documentation</li><li>Inquisition Agreement</li><li>Contract</li><li>Deeds</li><li>Condemnation papers</li><li>Staff notes of historical value</li></ul>
<b>Record Series Function</b>	Provide MDTA acquisition/disposition/clearance property records for land, buildings, etc. in terms of negotiations, approvals, and decisions that were made in the past and for present and future use. Record copy is maintained by MDTA Planning - Real Estate.
<b>Organization/Arrangement</b>	None
<b>Indexing System</b>	None

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Restrictions (Law or Regulation Citation)</b>	Annotated Code of Maryland Real Property Article Sections 12-201 to 12-206 Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (Uniform Act), Title 49 (Transportation) Code of Federal Regulations Part 24 (Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs), and Title 23 (Highways) Code of Federal Regulations Part 710 (Right-of-Way and Real Estate) Regulations
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: Word, Excel, PDF
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 19 file drawers 200 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	30 - 50 projects and 30 - 50 permits
<b>Current Location</b>	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - Real Estate Section MDTA Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1971 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	142
<b>Retention</b>	Hardcopy and digital record copy are retained for 5 years and then transferred to the Maryland State Archives. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	These files provide MDTA and Maryland's citizens with critical reference information concerning property ownership, acquisition, and transfer decisions made by MDTA.

<div>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</div>		<div>Schedule No. 2923</div> <div>(To be completed by DGS/Records Management Division)</div>
<div>Records Series Title: MDTA Procurement - Services, Maintenance, Information Technology, Construction, Architectural and Engineering Contracts and Commodity</div>		<div>Page 166 of 173</div>
<div>Record Series Content</div>	<div>This file contains originals and/or copies of documents originated and utilized for the processing of procurement contracts and/or purchasing goods or services. Applies to all of MDTA. The file includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records.</div> <div>Purchasing records may include all or some of the following original and copied documents:</div> <div>Pre-Advertising documentation Procurement Officer Determinations (POD) Procurement Review Group (PRG) eMaryland Marketplace (eMM)/Advertisement Invitation for Bid (IFB) / Request for Proposal (RFP) Addendums Pre-Bid/Pre-Proposal Capital/Finance Committee MDTA Board Maryland Board of Public Works Contract Documents Award Notification Miscellaneous Correspondence Secretary Certification Consultant Screening Committee Expression of Interest Request for Technical Proposal Oral Discussions Best and Final Offer Select/Non-Select/Debrief Request for Price Proposal</div> <div>These records differ from Item 144 primarily due to the large size of the procurement.</div>	
<div>Record Series Function</div>	<div>Required by the Code of Maryland Regulations Title 21 as part of the procurement record. Record copy is maintained by MDTA Procurement.</div>	
<div>Organization/Arrangement</div>	<div>Chronological by year (e.g. 2018-01, 2018-02, etc.) and discipline, i.e., Construction, Services, Information Technology, etc.</div>	
<div>Indexing System</div>	<div>None</div>	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Restrictions (Law or Regulation Citation)	Individual Evaluation Committee member notes on Request for Proposal evaluations "privileged" and cannot be released per the Deliberative Process Privilege and Maryland Annotated Code General Provisions Article Section 4-334 Proposals protected under Maryland Annotated Code General Provisions Article Section 4-335
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper, bound books Digital: Word, Excel, PDF
Volume (file drawers, gigabytes, etc.)	30 standard size file cabinets 392 GB
Annual Accumulation (file drawers, gigabytes, etc.)	2 standard size file cabinets 25 GB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Procurement file room MDTA Computer Network - Shared Drive
Audit Requirements	Internal and Office of Legislative Audits (OLA)
Date Span	2003 - current
Completeness/Gaps	Complete

Schedule Item Number	143
Retention	Executed contract and related documentation hardcopy and digital version are retained for 4 years after contract close out and until all audits requirements have been fulfilled and then destroyed. Reference copies, non-record duplicates made for the purpose of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	None



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> <b>MDTA Procurement - Small Procurement Requisitions, Purchase Orders and Associated Documentation</b>	<b>Page 168 of 173</b>
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<b>Record Series Content</b>	<p>Applies to all MDTA contracts/agreements authority-wide and includes all standard purchasing forms as well as other purchasing media, which provide supporting data for special and general purchasing records. Purchasing records may include all or some of the following original and copied documents:</p> <p>Actual Emergency and Repair Reports          Bid and Quote File          Bid Tabulation Records          Copies of Awarded Contracts          Invoices/Expenditures Transfer Authorizations          Issue Tickets or Receipts          List of Firms received Bids/Proposal form          Materials/Supplies Specifications          Monthly Expenditures Printouts          Notice of Awards of Contract          Packing Slips, Shipping Tickets, Bills of Lading          Purchase Orders          Purchasing Register          Receiving Reports          Requisition Forms, Miscellaneous          Requisition for Supplies          Unscheduled Requisitions for Supplies          Warehouse Requisition</p> <p>These records differ from Item 143 primarily due to the small size of the procurement.</p>
<b>Record Series Function</b>	<p>Required by the Code of Maryland Regulations Title 21 as part of the procurement record. Record copy is maintained by MDTA Procurement.</p>
<b>Organization/Arrangement</b>	<p>Chronological by contract number (e.g. "CC" for commodities contracts or "001PXXXX" for purchase orders)</p>
<b>Indexing System</b>	<p>None</p>
<b>Restrictions (Law or Regulation Citation)</b>	<p>None</p>
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	<p>Hardcopy: Loose paper, bound books          Digital: Folders containing Word, Excel, PDF</p>
<b>Volume (file drawers, gigabytes, etc.)</b>	<p>2 standardized file cabinets          14 GB</p>
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	<p>1 standardized file cabinet          5 GB</p>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <b>2923</b> (To be completed by DGS/Records Management Division)
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Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 MDTA Computer Network - Shared Drive
Audit Requirements	Internal and Office of Legislative Audits (OLA)
Date Span	2003 - current
Completeness/Gaps	Complete

Schedule Item Number	144
Retention	Executed contract and related documentation hardcopy and digital version are retained for 4 years after contract close out and until all audit requirements have been fulfilled and then destroyed. Reference copies, non-record duplicates made for the purpose of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Procurement - Procurement Reports	Page 170 of 173
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Record Series Content	Procurement Reports include all or some of the following original and copied documents:  Services and Information Technology (IT) Contracts Exceeding \$100,000 Small Business Preference Program Sole Source, Emergency & Expedited Procurement Contracts Exemptions for Work Performed Entirely Outside of MD or DC Procurement Contracts Excepted to be Performed Outside of MD and DC Contracts for Services Construction-Related Services Architectural/Engineering Serviced Exceeding \$100,000 Individual Surety Bonds Report Anticipated Procurement MBE Waiver Report MBE Waiver Determinations Protests and Contract Disputes Report Procurement Agency Activities Repot (PAAR) Non-competitive Negotiated Procurements Report
Record Series Function	Records are maintained to comply with the policies of the Governor's Office of Small, Minority and Women Business Affairs (GOSBA) and the Board of Public Works (BPW). Record copy is maintained by MDTA Procurement.
Organization/Arrangement	Alphabetical by report title, then chronological by fiscal year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper Digital: Word, Excel, PDF
Volume (file drawers, gigabytes, etc.)	1/2 of a standard file cabinet 165 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1/4 of a standard file drawer 40 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Procurement Director's file cabinet MDTA Computer Network - Shared Drive
Audit Requirements	Internal and Office of Legislative Audits (OLA)

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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<b>Date Span</b>	2013 - current
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	145
<b>Retention</b>	Hardcopies are scanned to Maryland State Archives standards, then digital records and hardcopies are retained for 10 years or all audits requirements have been fulfilled, whichever is later, and then destroyed. Reference copies, non-record duplicates made for ease of access, are destroyed when no longer needed for current business.
<b>Justification for Permanent Retention</b>	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2923 (To be completed by DGS/Records Management Division)
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Records Series Title: MDTA Procurement - Memorandums of Understanding (MOUs)/Inter-Agency Agreements (IAAs) and Associated Documentation	Page 172 of 173
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Record Series Content	Applies to all final agreements and contracts by MDTA Procurement. Purchasing records may include the following original and copied documents:  Awarded Agreements Invoices/Expenditures Transfer Authorizations Legal sufficiency sign off Notice of Awards of Contract Back up documents to include MOU/Agreement modification documents
Record Series Function	Required by the Code of Maryland Regulations Title 21 as part of the procurement record. Record copy is maintained by MDTA Procurement.
Organization/Arrangement	Chronological by contract number (e.g. "AD-0000")
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper, bound books Digital: Word, Excel, PDF
Volume (file drawers, gigabytes, etc.)	1 file drawer in 1 standard size file cabinet 807 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1/4 file drawer in 1 standard size file cabinet .25 MB
Current Location	2310 Broening Highway, Suite 150, Baltimore, MD 21224 - MDTA Procurement Director's file cabinet MDTA Computer Network - Shared Drive
Audit Requirements	Internal and Office of Legislative Audits (OLA)
Date Span	2007 - current
Completeness/Gaps	Complete

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2923 <small>(To be completed by DGS/Records Management Division)</small>
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Schedule Item Number	146
Retention	Hardcopies are scanned to Maryland State Archives standards, then digital records and hardcopies are retained for 4 years after contract close out and all audits requirements have been fulfilled and then destroyed. Reference copies, non-record duplicates made for the purpose of access, are destroyed when no longer needed for current business.
Justification for Permanent Retention	None