

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> (To be completed by DGS/Records Management Division)	2929
--	------

### Agency Information

Department / Agency	Maryland Department of Transportation (MDOT) The Secretary's Office (TSO)
Division / Unit	Office of Freight and Multimodalism
Vision Statement	Proactively pursue policy and project development for both freight and multimodal transportation in order to facilitate and improve the safe and efficient movement of goods and people across all transportation modes.

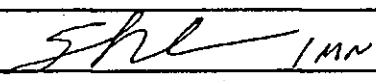
### Schedule Information

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

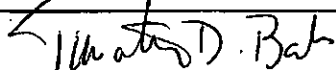
### Preparer Information

Name of Preparer	Christian Skipper
Title of Preparer	Regulations and Records Manager
Preparer Email Address	<a href="mailto:cskipper1@mdot.maryland.gov">cskipper1@mdot.maryland.gov</a>
Preparer Telephone Number	(410) 865-1154
Date	May 1, 2019

### Agency Approval

Name of Agency Records Officer	Sheilah F. Brous
Agency Records Officer Signature	
Date	5/2/19

### State Archivist Approval

State Archivist Signature	
Date	6-3-19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <b>2929</b> (To be completed by DGS/Records Management Division)
---	--

Records Series Title: Federal Grants High Speed Inter-City Passenger Rail (HSIPR)	Page 1 of 14
---	--------------

Record Series Content	This series consists of grants, financial records, contracts, agreements, reports, mapping of state rail, federal awards, memoranda of understanding (MOU), meeting minutes, meeting agendas, amendments, 5-year plans, press releases, risk evaluations, and historical files related to High Speed Inter-City Passenger Rail (HSIPR).
Record Series Function	MDOT is obligated to maintain document control because of its status as a grantee.
Organization/Arrangement	By project, then by subject Subjects include: Project Management Office Certification (PMOC), Baltimore City Department of Transportation (BCDOT), County Council, Community Groups, Contractors, Sub-contractors, National Environment Policy Act (NEPA), and Engineering
Indexing System	ProjectWise Web-based Software, Web-based Dashboards (HNTB software)
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provision Article, §§ 4-323, 4-333, 4-335, and 4-336
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Binder, Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	26 file drawers 5.87GB
Annual Accumulation (file drawers, gigabytes, etc.)	2 file drawers Approximately .6 GB
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits and external audits by the United States Department of Transportation (USDOT)
Date Span	2009 - Current
Completeness/Gaps	Complete

Schedule Item Number	1
Retention	Scan paper to Maryland State Archives standards, then:  (A) Retain hardcopy for 3 years from grant closeout, then destroy. (B) Retain digital version for 3 years from grant closeout, and until no longer needed for current business, then transfer record and any accompanying indexing data to Maryland State Archives.
Justification for Permanent Retention	These records document the historical transformation of Maryland's public transportation network and will offer future historians insight into Maryland's evolving mass transit infrastructure.

<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)
--	---

<b>Records Series Title:</b> Baltimore Rail Study - Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU)	<b>Page 2 of 14</b>
---	---------------------

<b>Record Series Content</b>	This series consists of grants, notices to proceed (NTPs), cooperate agreements, interagency agreements, grant awards, amendments, financial papers, invoicing papers, Preliminary Engineering records, maintenance and safety documentation, and dispositions analysis concerning Baltimore Rail.
<b>Record Series Function</b>	These records track project deliverables.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	Web-based Dashboards (HNTB software), Microsoft Excel
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, §§ 4-335 and 4-336
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Binder, Paper Digital: PDF, Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	3 file drawers 217 MB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	None
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits and external audits by USDOT
<b>Date Span</b>	2001 - 2017
<b>Completeness/Gaps</b>	Complete

<b>Schedule Item Number</b>	2
<b>Retention</b>	Scan to Maryland State Archives standards, then:  (A) Retain paper for 3 years from grant closeout, then destroy. (B) Retain digital version for 3 years from grant closeout and until no longer needed for current business, then destroy records and any associated indexing data.
<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> <b>2929</b> <small>(To be completed by DGS/Records Management Division)</small>
--	--

<b>Records Series Title:</b> Baltimore Washington SCMAGLEV - Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU)	<b>Page 3 of 14</b>
--	---------------------

Record Series Content	This series consists of grants, NTPs, cooperate agreements, and interagency agreements, grant awards, amendments, financial, invoicing, NEPA Files, Preliminary Engineering records, maintenance and safety documentation, and dispositions analysis on the Baltimore-Washington SGMAGLEV railway system. Records are originally provided digitally from Baltimore Washington Rapid Rail (BWRR) to The Maryland Economic Development Corporation (MEDCO), uploaded to Dropbox, then downloaded to local storage by MDOT Freight and Multimodalism.
Record Series Function	These records track project deliverables. ProjectWise is a web-based software tool which organizes files stored in its cloud server into a folder-based structure and provides a search tool which functions similarly to Windows Explorer.
Organization/Arrangement	By unit, then subject
Indexing System	ProjectWise Web-based Software and Microsoft Excel
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions Article, §§ 4-335 and 4-336
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Binder Digital: PDF, JPEG, Microsoft Excel, Microsoft Word, Microsoft PowerPoint
Volume (file drawers, gigabytes, etc.)	4 file drawers 1.3 GB
Annual Accumulation (file drawers, gigabytes, etc.)	2 file drawers Approximately 394 MB
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive ProjectWise Web-based Software
Audit Requirements	Subject to internal audits and external audits by USDOT
Date Span	2016 - Current
Completeness/Gaps	Complete

<b>Schedule Item Number</b>	3
<b>Retention</b>	Scan to Maryland State Archives standards, then:  (A) Retain hardcopies for 3 years from grant closeout, then destroy. (B) Retain digital version for 3 years from grant closeout, and until no longer needed for current business, then transfer to the Maryland State Archives.
<b>Justification for Permanent Retention</b>	SCMAGLEV is a historically significant project, since it represents the introduction of major new technology to the United States' mass transit infrastructure. MDOT is the first Department of Transportation in the United States to initiate a project similar to SCMAGLEV trains in Germany and Japan.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2929 (To be completed by DGS/Records Management Division)
---	---

Records Series Title: Office of Freight and Logistics (OFL) Historical Files	Page 5 of 14
---	--------------

Record Series Content	<p>Historical subject files from the office which preceded the current Office of Freight and Multimodalism, including invoices, reference copies and drafts of reports and plans, facility and project analyses, correspondence, presentation printouts, memos featuring handwritten notes, meeting notes and agendas, grant application drafts, and completed survey questionnaires. Subjects include but are not limited to CSX Transportation, Baltimore Tunnel, Hazmats, Amtrak, and Norfolk Southern Railroad.</p> <p>Files are no longer added to and records relevant to ongoing Office of Freight and Multimodalism operations were merged out of this series when OFL was discontinued in 2010, though some papers were added to the files as late as 2011.</p>
Record Series Function	Records document the business of OFL, which evolved into the Office of Freight and Multimodalism between 2009 and 2010.
Organization/Arrangement	By subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy. Papers in folders and bound volumes
Volume (file drawers, gigabytes, etc.)	9 drawers and several boxes
Annual Accumulation (file drawers, gigabytes, etc.)	None
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Freight and Multimodalism and 2 <sup>nd</sup> Floor High-Density File Storage MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2002 - 2011
Completeness/Gaps	Series is incomplete due to its status as an assortment of records from an obsolete office

Schedule Item Number	4
Retention	Retain for 5 years, then destroy.
Justification for Permanent Retention	None

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 2929 <small>(To be completed by DGS/Records Management Division)</small>
--	---

<b>Records Series Title:</b> Motor Carrier Historical Files	<b>Page 6 of 14</b>
---	---------------------

<b>Record Series Content</b>	<p>This series consists of historical files from Motor Carrier, an obsolete office within the Office of Freight and Multimodalism. Files include meeting minutes and agendas, copies of published reports, presentation printouts, correspondence, multi-state freight performance analyses, action plans, drafts of requests for data from external organizations, meeting attendance sheets, outreach contact lists, invoices, executive summary drafts, notes on policy development, surveys, and maps featuring handwritten notation. Subjects include but are not limited to truck parking, the Delmarva Freight Plan, the Maryland Freight Mobility Plan, Truck Parking Partnership Studies, the MDOT Freight Intermodal Advisory Committee, Maryland Department of the Environment Climate Change Action Plan, the Diesel Vehicle Emission Control Program, truck size and weight reports, and the Interagency Coordinating Group.</p> <p>Files are no longer added to and files relevant to ongoing MDOT operations were merged out of these records when the responsibilities of Motor Carrier were transferred to the State Highway Administration (MDOT SHA) in 2015/2016.</p>
<b>Record Series Function</b>	Files are being maintained in the short term as a historical resource if needed for reference.
<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 and bound books Digital:
<b>Volume (file drawers, gigabytes, etc.)</b>	4 boxes 1.19 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	None
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - 2 <sup>nd</sup> Floor High-Density File Storage MDOT Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	1996 - 2016
<b>Completeness/Gaps</b>	Series is incomplete due to its status as an assortment of records from an obsolete office

<b>Schedule Item Number</b>	5
<b>Retention</b>	Retain for 10 years, then destroy.
<b>Justification for Permanent Retention</b>	None

DGS 550-15 (REV. 7/17)



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

Schedule No. **2929**  
(To be completed by DGS/Records Management Division)

Records Series Title: Short Lines - Maryland and Delaware Railroad Operating Agreement

Page 8 of 14

Record Series Content	This series consists of correspondence, submittals, budget information, invoices, and other material related to the operating agreement between MDOT MTA and The Maryland and Delaware Railroad Company.
Record Series Function	The documents record and support activities related to the management of Contract No. MTA-1248, MTA-MDDE Operating Agreement of June 25, 2008, as amended.
Organization/Arrangement	By subject
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions Article, §§ 4-335 and 4-336
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Binders and paper in file folders Digital: PDF, Microsoft Word, and Microsoft Excel
Volume (file drawers, gigabytes, etc.)	Approximately 6 file drawers 761 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 file drawer Approximately 69 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive
Audit Requirements	Subject to audits by MDOT TSO, MDOT MTA, and the Maryland Office of Legislative Audits (OLA)
Date Span	2008 - Current
Completeness/Gaps	Complete

Schedule Item Number	6
Retention	Retain until contract expiration and until all legal requirements are met, then destroy.
Justification for Permanent Retention	None

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

Schedule No. **2929**  
(To be completed by DGS/Records Management Division)

Records Series Title: Short Lines - Walkersville  
Southern Railroad Operating Agreement

Page 9 of 14

Record Series Content	This series consists of correspondence, submittals, budget information, and other material associated with the operating agreement between MDOT MTA and the Walkersville Southern Railroad, Inc. (WSRR)
Record Series Function	The documents record and support activities related to the management of Contract No. MTA-1282, MTA-WSRR Operating Agreement of October 15, 2008, as amended.
Organization/Arrangement	By subject
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions Article, §§ 4-335 and 4-336
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Binders and paper in file folders Digital: PDF, Microsoft Word, and Microsoft Excel
Volume (file drawers, gigabytes, etc.)	Approximately 3 file drawers 3.4 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1/2 file drawer Approximately 309 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive
Audit Requirements	Subject to audits by MDOT TSO, MDOT MTA, and the Maryland Office of Legislative Audits (OLA)
Date Span	2008 - Current
Completeness/Gaps	Complete

Schedule Item Number	7
Retention	Retain until contract expiration and until all legal requirements are met, then destroy.
Justification for Permanent Retention	None

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

Schedule No. **2929**  
(To be completed by DGS/Records Management Division)

Records Series Title: Oxford Secondary Track and  
Denton Track Trail Use Agreement

Page 10 of 14

Record Series Content	This series consists of a Trail Use Agreement, Railbanking documents, Maryland Transit Administration-Department of Natural Resources (MTA-DNR) lease, crossing agreements and subleases, correspondence, and MDOT concurrence for MTA crossing agreements with third parties. This Trail Use Agreement (License Agreement of 09/13/2013) remains in effect until mid-2057.
Record Series Function	<p>The documents record the Trail Use Agreement between MDOT and MTA that secures the inactive rights of way between (1) Clayton, DE and Easton, MD, and (2) Queen Anne, MD and Denton, MD in railbanked status as approved by the United States Surface Transportation Board (US STB).</p> <p>Trail Use Agreement is required for US STB consummation of railbanking, which protects inactive MTA railroad right of way from potential adverse property claims. Future legal or regulatory actions will require documents and agreements as background information and to support future activities for maintaining railbanked status, restoring rail service on the right of way, or taking other real estate actions.</p>
Organization/ Arrangement	By type of document and alphabetical by subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper in file folders Digital: PDF, Microsoft Word, and Microsoft Excel
Volume (file drawers, gigabytes, etc.)	1 file drawer 150 MB
Annual Accumulation (file drawers, gigabytes, etc.)	¼ file drawer Approximately 12 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive
Audit Requirements	Subject to audits by MDOT TSO, MDOT MTA, and the Maryland Office of Legislative Audits (OLA)
Date Span	2006 - Current
Completeness/Gaps	Complete

<b>Schedule Item Number</b>	8
<b>Retention</b>	Retain until termination of agreement and until all legal requirements have been met, then destroy.
<b>Justification for Permanent Retention</b>	None

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

Schedule No. **2929**  
(To be completed by DGS/Records Management Division)

Records Series Title: MTA Freight Program

Page 12 of 14

Record Series Content	This series consists of files related to ownership and management of MDOT MTA Freight railroad rights of way and assets. These include crossing agreements, reports, articles, and photographs.
Record Series Function	These records support and identify the ownership and regulatory status of MDOT MTA Freight railroad rights of way.
Organization/ Arrangement	By subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Bound papers, Paper in file folders Digital: PDF, Microsoft Word, and Microsoft Excel
Volume (file drawers, gigabytes, etc.)	45 file drawers/shelves Approximately 21 GB
Annual Accumulation (file drawers, gigabytes, etc.)	¼ file drawer Approximately 700 MB
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive
Audit Requirements	Subject to audits by MDOT TSO, MDOT MTA, and the Maryland Office of Legislative Audits (OLA)
Date Span	1977 - Current
Completeness/Gaps	Complete

Schedule Item Number	9
Retention	Retain until 25 years after MDOT no longer owns or manages the property, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Records include crossing agreements and other documents that support and identify ownership and regulatory status of MDOT MTA-owned freight railroad rights of way

<div>DEPARTMENT OF GENERAL SERVICES</div> <div>RECORDS MANAGEMENT DIVISION</div> <div>RECORDS INVENTORY AND RETENTION SCHEDULE</div>	<div>Schedule No. 2929</div> <div>(To be completed by DGS/Records Management Division)</div>
--	--

Records Series Title: Railroad Valuation Maps	Page 13 of 14
---	---------------

Record Series Content	This series consists of complete railroad valuation maps and copies of individual sheets.
Record Series Function	Valuation maps prepared by predecessor railroads identify right of way boundaries and map features of the MTA Freight rights of way.
Organization/Arrangement	By railroad line
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Vellum and paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	2 cabinets 613 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Varies based on MDOT acquisition of new railroad lines
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive
Audit Requirements	Subject to audits by MDOT TSO, MDOT MTA, and the Maryland Office of Legislative Audits (OLA)
Date Span	1982 - Current
Completeness/Gaps	Complete

Schedule Item Number	10
Retention	Retain until 25 years after MDOT no longer owns or manages the associated asset, then transfer to the Maryland State Archives.
Justification for Permanent Retention	These records support property ownership and management, serving to indicate historical right of way boundaries even after ownership has ceased.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2929 (To be completed by DGS/Records Management Division)
---	---

Records Series Title: Class I Railroad - Freight Carriers	Page 14 of 14
---	---------------

Record Series Content	This series consists of project documents, proposals, grants, agreements, financial records, contracts, mapping, and meeting minutes concerning MDOT's relationship with Class I Railroad Corporations.
Record Series Function	The documents detail projects and initiatives between MDOT and Class I Railroad Corporations that improve, incentivize and maintain the freight lines throughout Maryland, the North East Corridor (NEC) and neighboring states.
Organization/Arrangement	By company and subject
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provision Article, §§ 4-335, 4-336, 4-338, 4-343, and 4-344
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word and PDF
Volume (file drawers, gigabytes, etc.)	2 file cabinets 264.83MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 drawer 10 MB
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Freight and Multimodalism MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits and external audits by USDOT
Date Span	1995 - Present
Completeness/Gaps	Complete

Schedule Item Number	11
Retention	Retain until 5 years after project is completed or discontinued, and until no longer needed for current business, then destroy.
Justification for Permanent Retention	None