

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2933
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Agency Information

Department / Agency	Maryland Department of Transportation (MDOT) The Secretary's Office (TSO)
Division / Unit	Office of the Environment
Vision Statement	The MDOT is committed to minimizing adverse impacts, conserving natural resources, and integrating sustainability into all aspects of transportation systems. Our commitment extends to the environment, our customers, our staff and the communities in which we operate.

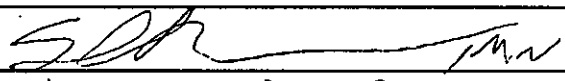
Schedule Information

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

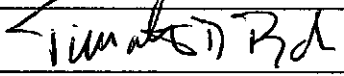
Preparer Information

Name of Preparer	Christian Skipper
Title of Preparer	Regulations and Records Manager
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Preparer Telephone Number	(410) 865-1154
Date	June 3, 2019

Agency Approval

Name of Agency Records Officer	Sheilah F. Brous
Agency Records Officer Signature	
Date	June 3, 2019

State Archivist Approval

State Archivist Signature	
Date	7-10-19

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

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 (To be completed by DGS/Records Management Division)

Records Series Title: Administrative Files

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Record Series Content	Administrative files include original versions and copies of the following records: <ul style="list-style-type: none"> • Employee leave requests and telework plans (originals) • Contract employees' documented work hours (originals) • Employee expense reports (copies), petty cash (originals), and out of state travel forms (originals/copies) • Financial Management Information System (FMIS) transactions (copies) • Maryland Environmental Service (MES) contract invoices (copies)
Record Series Function	These records support the administration of the Office of the Environment and document various expenses.
Organization/Arrangement	By topic, then chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	9 Employee files and contractual employee documented work hours in the top filing drawer and 6 Departmental files in bottom file drawer in the Executive Assistant cube area 6 Accordion files in High-Density File Storage
Annual Accumulation (file drawers, gigabytes, etc.)	15 files
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - 2 nd Floor - Office of the Environment and High-Density File Storage
Audit Requirements	Subject to internal audits
Date Span	MES contract invoices: 2012 - Current All other files: 2018 - Current
Completeness/Gaps	Complete
Schedule Item Number	1
Retention	(A) Retain employee files for 8 years after termination of employment, then destroy. (B) Retain FMIS files for 3 years after transaction, then destroy. (C) Retain MES contract invoices for 3 years after termination of contract, then destroy.
Justification for Permanent Retention	N/A

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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Records Series Title: Air Quality Fuel Burning Equipment Permits	Page 2 of 6
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Record Series Content	Permits from the Department of Labor, Licensing, and Registration (DLLR) approving the placement of fuel burning equipment. Physical permits are affixed to the associated equipment and then tracked using the Environmental Information Management System (EIMS) Database.
Record Series Function	These records demonstrate that manufacturing and sizing specifics are appropriate for installation.
Organization/Arrangement	Physical version affixed to equipment
Indexing System	EIMS Database
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: EIMS Database (including metadata and PDF images)
Volume (file drawers, gigabytes, etc.)	Paper copy attached to equipment Approximately 500 KB
Annual Accumulation (file drawers, gigabytes, etc.)	Paper and digital permit data only produced intermittently
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 2 nd Floor - Office of the Environment EIMS Database maintained by private vendor
Audit Requirements	Audits conducted at the discretion of DLLR
Date Span	2002 - Current
Completeness/Gaps	Complete

Schedule Item Number	2
Retention	Scan hardcopy to Maryland State Archives standards, then affix hardcopy to equipment. Retain paper and scans until the associated equipment is discontinued, then destroy physical permit, scans, and delete associated data from indexing system.
Justification for Permanent Retention	N/A

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Records Series Title: Emergency Planning and Community Right-to-Know Act (EPCRA) Reporting	Page 3 of 6
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Record Series Content	Reports made from MDOT TSO Office of the Environment to the MDE.
Record Series Function	Reports document on-site storage of hazardous materials.
Organization/Arrangement	Chronological
Indexing System	EIMS Database
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: EIMS Database (including metadata and PDFs)
Volume (file drawers, gigabytes, etc.)	1 File folder 2 MB
Annual Accumulation (file drawers, gigabytes, etc.)	<1 File folder 1 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 2 nd Floor - Office of the Environment MDOT Computer Network - Shared Drive EIMS Database maintained by private vendor
Audit Requirements	Audits conducted at the discretion of the MDE and EPA
Date Span	2018 - Current
Completeness/Gaps	Complete

Schedule Item Number	3
Retention	Scan paper reports to Maryland State Archives standards and upload into EIMS Database. Retain hardcopy and digital version for 5 years, then destroy report and delete associated data from indexing system.
Justification for Permanent Retention	N/A

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Records Series Title: Hazardous Waste/Universal Waste Documentation and Training	Page 4 of 6
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Record Series Content	This series contains documentation on site-specific trainings provided to affected employees per MDE and EPA regulations for hazardous and universal wastes.
Record Series Function	The records document inspections carried out by MDOT staff of on-site universal waste storage and required on-site MDOT staff training.
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.)	1 File drawer 10 MB
Annual Accumulation (file drawers, gigabytes, etc.)	<1 File drawer Approximately 500 KB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 2 nd Floor - Office of the Environment MDOT Computer Network - Shared Drive Microsoft SharePoint EIMS Database maintained by private vendor
Audit Requirements	Audits conducted at the discretion of MDE/EPA
Date Span	2002 - Current
Completeness/Gaps	Complete

Schedule Item Number	4
Retention	Scan to Maryland State Archives standards. Retain hardcopy and digital version for 5 years, then destroy.
Justification for Permanent Retention	N/A

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Records Series Title: Spill Prevention Control and Countermeasures (SPCC) Plan	Page 5 of 6
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Record Series Content	This series contains the SPCC Plan, which outlines training and the response to potential petroleum spills. The SPCC is an MDE and EPA regulation for maintaining and operating above ground petroleum storage, including spill control and countermeasure plan and annual training records. The SPCC Plan is updated every 5 years and as on-site petroleum operations change, while training records are updated annually.
Record Series Function	These records ensure conformity with MDE and EPA regulations, facilitating training for and response to accidental release of petroleum.
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.)	3 Binders 5 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 binder Approximately 1 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 2 nd Floor - Office of the Environment MDOT Computer Network - Shared Drive Microsoft SharePoint EIMS Database maintained by private vendor
Audit Requirements	Audits conducted at the discretion of MDE/EPA
Date Span	2008 - Current
Completeness/Gaps	Complete

Schedule Item Number	5
Retention	Scan to Maryland State Archives standards. Retain hardcopy and digital version for 5 years, then destroy.
Justification for Permanent Retention	N/A

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Records Series Title: MES2017 MOU Page 6 of 6

Record Series Content	Memorandum of Understanding (MOU) between the MES and the MDOT TSO Office of the Environment. The record series includes a signed copy of the agreement and the task approvals, which includes the detailed scopes of work and signed notice to proceed (NTP). There is also an electronic folder on the MDOT TSO Office of the Environment SharePoint Drive.
Record Series Function	To document work requests and approvals.
Organization/Arrangement	By contract and each issued task
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions, § 4-335
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word, Microsoft Excel, PDF
Volume (file drawers, gigabytes, etc.)	Less than 100 sheets of paper 11.6 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 40 sheets of paper 3 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 2 nd Floor - Office of the Environment Microsoft SharePoint
Audit Requirements	Subject to internal audits
Date Span	2017 - Current
Completeness/Gaps	Complete

Schedule Item Number	6
Retention	Retain for 5 years after the agreement ends, then destroy.
Justification for Permanent Retention	N/A