

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	2926 A
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### Agency Information

Department / Agency	Maryland Department of Transportation (MDOT) The Secretary's Office (TSO)
Division / Unit	Office of Planning and Capital Programming (OPCP)
Function Statement	The Office is responsible for planning, including capital planning, regional planning, and related programs, such as air quality attainment, bicycle and pedestrian access, community enhancements, and transit-oriented development. The Office also oversees the <i>Consolidated Transportation Program</i> , which functions as a draft six-year transportation budget.


### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2926

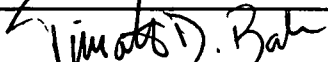
### Preparer Information

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	November 18, 2019

### Agency Approval

Name of Agency Records Officer	Sheilah F. Brous
Agency Records Officer Signature	
Date	11/18/2019

### State Archivist Approval

State Archivist Signature	
Date	1-6-2020

<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: OPCP Contract Task Deliverables</b>	<b>Page 15 of 20</b>
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<b>Record Series Content</b>	Since 2001, MDOT OPCP oversees and manages transportation planning service consultant contracts to facilitate the work of the Secretary's Office. This set of consultant contracts issued in 2001, 2003, 2009, 2012 and 2017 provide consultant services to facilitate technical policy, financial and other planning related work done by the Secretary's Office of Planning and Capital Programming. These are the only years that contracts were issued, though contract tasks were issued throughout the full time period. This record series documents the deliverables for each of the task order proposals, letters with notice to proceed, and invoices for key tasks on the contract.
<b>Record Series Function</b>	Document task order deliverables provided through the consultant services.
<b>Organization/Arrangement</b>	Chronological by contract, and then by task
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopies: Bound files Digital: PDF, Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	3 shelves 50 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 hardcopy of each report, deliverable, or final document 1 digital copy of each report, deliverable, or final document
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, Maryland 21076 - 2 <sup>nd</sup> Floor - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2001 - Current
<b>Completeness/Gaps</b>	No known gaps

<b>Schedule Item Number</b>	10
<b>Retention</b>	Retain for 10 years after delivery, then destroy with the following exception: records believed to have historical value will be offered to the Maryland State Archives on a case-by-case basis prior to destruction.
<b>Justification for Permanent Retention</b>	While most deliverables lack any permanent value, some document the evolution of the agency and its services over time by providing a snapshot of key infrastructure or programming initiatives.

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<b>Records Series Title: Supervisor's Personnel Files</b>	<b>Page 19 of 20</b>
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<b>Record Series Content</b>	This series consists of the office copy of records pertaining to employees within the Office of Planning and Capital Programming. Files may include medical documentation (sick notes and doctor notes), telework agreements telework plans, DTS-3 forms, leave slips, and evaluations. A portion of this content is duplicative of the MDOT TSO Office of Human Resources personnel and medical files for each employee.
<b>Record Series Function</b>	These records inform supervisor decision-making on personnel matters.
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Maryland Annotated Code, General Provisions Article, Section 4-311 - Personnel records
<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>	1/4 of 1 file drawer
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, MD 21076 - 2 <sup>nd</sup> Floor - Office of Planning and Capital Programming and High-Density File Storage
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2000 - Current
<b>Completeness/Gaps</b>	No known gaps

<b>Schedule Item Number</b>	14
<b>Retention</b>	(A) Medical documentation: Retain for 5 calendar years, then destroy. (B) Telework agreements: Retain current agreement until termination of telework or termination of employment, plus 4 calendar years, then destroy. (C) Telework work plans: Retain for 5 calendar years, then destroy. (D) DTS-3: Retain until superseded or position is re-classified, whichever is sooner, then destroy. (E) Leave slips: Retain for 5 calendar years, then destroy. (F) Evaluations: Retain for 3 calendar years after termination of employment, then destroy.
<b>Justification for Permanent Retention</b>	N/A

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<b>Records Series Title: Correspondence and Memos</b>	<b>Page 20 of 20</b>
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<b>Record Series Content</b>	This series includes incoming correspondence, outgoing correspondence not signed by the Secretary of Transportation, and briefing memos created by the Office of Planning and Capital Programming. Outgoing correspondence signed by the Secretary is handled by the MDOT TSO Office of Policy and Regulations and appears in Retention Schedule 2925 Item 4. Email is managed at the enterprise level and appears in Retention Schedule 2924 Item 2.
<b>Record Series Function</b>	Correspondence files allow the Office of Policy and Regulations to track inquiries and responses to constituent inquiries. Briefing memos are created to provide subject matter context to the Secretary ahead of meetings.
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	Incoming correspondence may contain personally identifiable information (PII) COMAR 11.01.13.02 Maryland Annotated Code, General Provisions § 4-330 Maryland Annotated Code, General Provisions § 4-344
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hardcopy: Paper Digital: PDF, Microsoft Word
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer 50 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1/8 of 1 file drawer 5 GB
<b>Current Location</b>	7201 Corporate Center Drive, Hanover, MD 21076 - 2 <sup>nd</sup> Floor - Office of Planning and Capital Programming and High-Density File Storage MDOT Computer Network - Shared Drive
<b>Audit Requirements</b>	Subject to internal audits
<b>Date Span</b>	2000 - Current
<b>Completeness/Gaps</b>	No known gaps

<b>Schedule Item Number</b>	15
<b>Retention</b>	Retain for 5 years, then destroy.
<b>Justification for Permanent Retention</b>	N/A