

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

Schedule No.
 1800

Page 1 of 2

Agency MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT) Division/Unit Regional &
 State Highway Administration (SHA) Intermodal Planning (RIPD)

Item No	Description	Retention
1.	<p><u>GENERAL-CORRESPONDENCE-AND-ADMINISTRATIVE-FILES</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administrative of the Regional and Intermodal Planning Division.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the Regional and Intermodal Planning Division retain permanently for eventual transfer to the MD State Archives.</p>
2.	<p>Road Transfers Letter sized files arranged by route number. These records identify who owns the road (i.e. Municipality, County and State).</p>	<p>Permanent. Transfer periodically to the Maryland State Archives (MSA).</p>
3.	<p>Special Issues Files: Letter size paper files arranged alphabetically first by county, then by project name. Includes correspondence, reports and/or other documentation for short-term planning issues which do not fall under one specific route. SHA may not necessarily even be the lead agency, but has been asked to provide input/expertise. Examples include: development sites (Redskins stadium sites), agreement with counties, review of county master plans, etc.</p>	<p>Maintain in office for 2 years after SHA becomes inactive in project: then forward to the MD State Records Center for an additional 10 years; then destroy.</p>

Approved by Department, Agency, or Division Representative.

Date 02/07/96

Signature Dennis N. Simpson

Type Name Dennis N. Simpson

Title Asst. Chief, RIPD

Schedule Authorized by State Archivist.

Date _____

Signature Edward C. Pappas

Signature _____

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.

1800

Page 2 of 2

Item No	Description	Retention
4.	State Route Files: Letter size paper files, arranged alphanumerically first by county, then by route number. These are the historical state route files and include documentation of the planning activities on the various routes located in Maryland.	Permanent. Transfer periodically to the MD State Archives.
* 5.	Metropolitan Planning Organization (MPO) Files: Letter sized files arranged alphabetically by subject, then by program year. Includes information on the Transportation Improvement Program (RIP) and long-range plans; current MPO committee and sub-committee meeting minutes and handouts that are used on a daily basis; and SHA's input into the programs, representing a history of SHA's transportation program in urban areas.	* Maintain in office for 2 years; then forward to the MD State Records Center for an additional 3 years; then destroy.
6.	Public/Private Third Party Agreements: Letter sized files arranged alphabetically by subject or numerically by route. These records include all the backup materials and documentation for negotiations of third party agreements (i.e. with counties, developers, or others) as well as the final negotiated agreement for special projects or issues. These records must be kept permanently because the agreements identify which agency is responsible for implementation, maintenance, etc.	Permanent. Transfer periodically to the MD State Archives.
7.	Roll Plans: Large bulky sized plan rolls (approx. 24" long x 42" wide) currently stored in tube files (not conducive for microfilming). These plan sheets illustrate various feasibility study/planning concepts. They are one-of-a-kind documents generated by the RIPD.	Retain in office for 5 years; then forward to the MD State Records Center for an additional 10 years; then destroy.
*	<u>Non-Record-RIPD-File.</u> This file contains copies of records located in any of the following MPO Offices: Washington, DC; Baltimore, Cumberland, Hagerstown, MD and Wilmington, Delaware.	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS ^{P. 5/11} INVENTORY

PAGE 1 OF 7

Department/Agency

State Highway Administration
(RIPD)

2. Division

Office of Planning & Preliminary Engr.

3. Unit

Reg'l & Intermodal Plan. Div.

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

General Correspondence/Administration

5. Earliest Year/Latest Year

1972 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Letter size paper files, arranged alphabetically by subject.

These files include routine correspondence, letters of inquiry, memoranda of instruction (both internal and external), status reports and general administrative records.

7. Record Series Format(s)

- Letter Size
- Legal Size
- Bound Book
- 1 Audio Tape
- Other (specify)
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)

9. Volume

4
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

10. Annual Accumulation

2
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

- 2 Number
- Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

707 N. Calvert St/5th floor

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
- Yes
- No

15. Access Restrictions Yes No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None
- State
- Federal
- Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes
- No

18. Recommended Retention

Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual transfer to the MD State Archives.

Name and Title of Preparer
Doug Simmons, RIPD Division Chief

20. Telephone Number
410/545-5675

21. Date

January 31, 1996

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 7

Department/Agency
State Highway Administration
(RIPD)

2. Division
Office of Planning & Preliminary Engr.

3. Unit
Reg'l & Intermodal Plan. Div.

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Road Transfers

5. Earliest Year/Latest Year
1972 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Letter sized files arranged by route number. These records identify who owns the road, i.e. Municipality, County and State.

7. Record Series Format(s)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (specify)

8. Record Series Sequence
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume
Number 1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation
Number 1/4
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used
 Daily Weekly Monthly

12. File Becomes Inactive After
Number N/A Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
707 N. Calvert St./5th floor

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
 Yes No

15. Access Restrictions Yes No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
 None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)
 Yes No

18. Recommended Retention
Permanent. Transfer periodically to the MD State Archives

Name and Title of Preparer
Doug Simmons, RIPD Division Chief

20. Telephone Number
410/545-5675

21. Date
January 31, 1996

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency
 State Highway Administration
 (RIPD)

2. Division
 Office of Planning & Preliminary Engrg.

3. Unit
 Reg'l & Intermodal Plan. Div.

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
 Special Issues Files

5. Earliest Year/Latest Year
 1972 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Letter size paper files arranged alphabetically first by county, then by project name. Includes correspondence, reports and/or other documentation for short-term planning issues which do not fall under one specific route. SHA may not necessarily even be the lead agency, but has been asked to provide input/expertise. Examples include: development sites (Redskins stadium sites), agreements with counties, review of county master plans, etc.

7. Record Series Format(s)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (specify)
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)

9. Volumes

8
 Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

10. Annual Accumulation

2
 Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify)

11. File is Used
 Daily Weekly Monthly

12. File Becomes Inactive After
2 Month(s) Year(s)
 Number

13. Current Location(s) (Bldg., Floor, Room)
 707 N. Calvert St./5th floor

14. Is Record Series Duplicated Elsewhere?
 (If yes, specify agency or office)
 Yes No

15. Access Restrictions Yes No
 (If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
 None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)
 Yes No

18. Recommended Retention
 Maintain in office for 2 years after SHA becomes inactive in project; then forward records to MD State Records Center for an additional 10 years; then destroy.

Name and Title of Preparer
 Doug Simmons, RIPD Division Chief

20. Telephone Number
 410/545-3675

21. Date
 January 31, 1996

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS MANAGEMENT

PAGE 4 OF 4

Department/Agency
State Highway Administration
(RIPD)

2. Division
Office of Planning & Preliminary Engrg.

3. Unit
Reg'l & Intermodal Plan. Div.

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
State Route Files

5. Earliest Year/Latest Year
1972 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Letter size paper files, arranged alphanumerically first by county, then by route number. These are the historical state route files and include documentation of the planning activities on the various routes located in Maryland.

7. Record Series Format(s)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volumes

10
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation

2
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used
 Daily Weekly Monthly

12. File Becomes Inactive After

Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
707 N. Calvert St./5th floor

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
 Yes No

15. Access Restrictions Yes No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
 None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)
 Yes No

18. Recommended Retention
Permanent Transfer periodically to the MD State Archives.

19. Name and Title of Preparer
Doug Simmons, RIPD Division Chief

20. Telephone Number
410/545-3675

21. Date
January 31, 1996

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>7</u>
Department/Agency State Highway Administration (RIPD)	2. Division Office of Planning & Preliminary Engrg.	3. Unit Reg'l & Intermodal Plan. Div.
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Metropolitan Planning Org. (MPO) Files	5. Earliest Year/Latest Year 1972 to Present	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Letter sized files arranged alphabetically by subject, then by program year. Includes information on the Transportation Improvement Program (TIP) and long-range plans; current MPO committee and sub-committee meeting minutes and handouts that are used on a daily basis; and SHA's input into the programs, representing a history of SHA's transportation program in the urban areas.		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert St./5th floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (some)	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Maintain in office for 2 years; then forward to the MD State Records Center for an additional three years; then destroy.	
Name and Title of Preparer Doug Simmons, RIPD Division Chief	20. Telephone Number 410/545-5675	21. Date January 31, 1996

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

P. 10/11
AGENCY RECORDS INVENTORY

PAGE 6 OF 7

Department/Agency
State Highway Administration
(RIPD)

2. Division
Office of Planning & Preliminary Engrg.

3. Unit
Reg'l & Intermodal Plan. Div.

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Public/Private Third Party Agreements

5. Earliest Year/Latest Year
1972 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Letter sized files arranged alphabetically by subject or numerically by route. These records include all the backup materials and documentation for negotiations of third party agreements (i.e., with counties, developers, or others) as well as the final executed agreements for projects or issues throughout Maryland. Must be kept permanently because agreements identify which agency is responsible for implementation, maintenance, etc. as well as other issues.

7. Record Series Format(s)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (specify) _____

8. Record Series Sequence
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume
2
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation
1
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used
 Daily Weekly Monthly

12. File Becomes Inactive After

Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
707 N. Calvert St./5th floor

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
 Yes (some) No

15. Access Restrictions Yes No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
 None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)
 Yes No

18. Recommended Retention
Permanent. Transfer periodically to the Maryland State Archives.

Name and Title of Preparer
Doug Simmons, RIPD Division Chief

20. Telephone Number
410/545-5675

21. Date
January 31, 1996

Instructions - Type or Print a separate form for each new or revised record series. Forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 7 OF 7

1. Department/Agency
Maryland State Highway Administration (RIPD)

2. Division
Office of Planning & Preliminary Engr.

3. Unit
Reg'l & Intermodal Plan. Div.

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Roll Plans

5. Earliest Year/Latest Year
1972 to Present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Large bulky sized plan rolls (approximately 24" long x 42" wide) currently stored in tube files (not conducive for microfilming) These plan sheets illustrate various feasibility study/planning concepts. They are one-of-a-kind documents generated by the RIPD.

7. Record Series Format(s)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (specify)
tube files

8. Record Series Sequence
 Alphabetical
or
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)
Plan rolls file boxes.
10
Number

10. Annual Accumulation
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)
plan rolls file boxes.
2
Number

11. File is Used
 Daily Weekly Monthly

12. File Becomes Inactive After
5 Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
707 N. Calvert St./5th floor

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
 Yes No

15. Access Restrictions Yes No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
 None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)
 Yes No

18. Recommended Retention

Retain in office for 5 years; then forward to the Maryland Sste Records Center for an additional 10 years; then destroy.

Name and Title of Preparer
Doug Simmons, RIPD Division Chief

20. Telephone Number
410/545-5675

21. Date
January, 31, 1996