

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

Schedule No. 2430

Page **1** of **2**

Agency: **Maryland Dept. of the Environment** Division/Unit: **Mobile Sources Control Program**
Air and Radiation Management Administration

| Item No. | Description | Retention |
|----------|---|--|
| 1. | <p><u>Technical Records, Analyses and Reports</u></p> <p>(1.1) Vehicle Emissions Inspection Program (VEIP) Test Data and Related Analyses and Reports (Electronic)- includes test records from vehicles inspected at State VEIP Inspection Stations (VEIP Stations) and Fleet Inspection Stations (FIS), and related statistical analysis reports.</p> <p>(1.2) Heavy-Duty Diesel Smoke Testing Program Data and Related Analyses and Reports (Electronic) –includes test records from vehicles inspected by the Maryland State Police and the Maryland Transportation Authority Police at weigh stations and at random roadside locations; and related statistical analysis and reports.</p> <p>(1.3) Certified Emissions Repair Facility (CERF), Master Certified Emissions Technician (MCET), and FIS Databases (Electronic) - includes information on certification history, location, contact, and equipment for facilities and technicians certified by the MSCP.</p> <p>(1.4) VEIP Station, CERF, and FIS Audit Records and Reports (Electronic) – includes records of quality assurance compliance inspection audits conducted by MSCP at these facilities.</p> | <p>Retain for 5 years electronically then screen annually and destroy material that is no longer needed.</p> |

Scheduled Approved by Department, Agency, or Division Representative.

Date

5/10/2017

Signature

Marcia Ways

Typed Name: **Marcia Ways**

Title: **Program Manager**

Schedule Authorized by State Archivist

Date

10-3-17

Signature

Tim Bahr

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

Schedule No. 2830

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Agency MDE/ARMA

Division/Unit: Mobile Sources Control Program

| Item No. | Description | Retention |
|----------|---|--|
| 2. | <p>(1.5) Mobile Source Modeling Data, Related Analyses and Reports, and Technical Documentation (Electronic) – includes air quality assessments using the US EPA’s MOVES mobile sources modeling program and related technical documents.</p> <p><u>Program Planning</u></p> | <p>(1.5) Retain for 5 years electronically then screen annually and destroy material that is no longer needed.</p> |
| 3. | <p>(2.1) Regulation Development and Promulgation Materials (Electronic).</p> <p>(2.2) Program Design, Development, and Implementation Materials (Electronic).</p> <p><u>Administrative Records and Correspondence</u></p> <p>(3.1) Grants/Contracts/Agreements and Supporting Documents for the Mobile Source Related Technical/Research Projects (Electronic) –includes documentation on MSCP projects that involve external funding and/or contract or legal agreement with a third party.</p> <p>(3.2) Credit Card Statements and Supporting Documentation (Electronic) – includes payments for purchases to support program operations.</p> <p>(3.3) General Correspondence (Electronic) – includes routine internal and external correspondence affecting the MSCP.</p> | <p>(2.1-2.2) Retain for 5 years electronically, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p> <p>(3.1-3.3) Retain for 5 years electronically then destroy.</p> |

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| <p>Scheduled Approved by Department, Agency, or Division Representative. Date <u>5/10/2017</u> Signature <u><i>Marcia Ways</i></u> Typed Name <u>Marcia Ways</u> Title <u>Program Manager</u></p> | <p>Schedule Authorized by State Archivist Date <u>10-3-17</u> Signature <u><i>W. Boh</i></u></p> |
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| INSTRUCTIONS –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS 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 1 Of 3 |
| 1. DEPARTMENT/AGENCY: Maryland Department of the Environment | 2. DIVISION : Air and Radiation Management Administration | 3. UNIT: Mobile Sources Control Program |
| DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. | | |
| 4. RECORDS SERIES TITLE Technical Records | | 5. EARLIEST YEAR / LATEST YEAR 2009 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). Test data, related analyses, reports, technical documentation, facility and technician information, audit and compliance records related to the Vehicle Emissions Inspection Program (VEIP), the Heavy-duty Diesel Smoke Program, the CERF/MCET/FIS programs and Mobile Source modeling. | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape <input checked="" type="checkbox"/> Other (Specify): Electronic | 8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify) | 9. VOLUME 25 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number 10. ANNUAL ACCUMULATION 2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number |
| 11. FILE IS USED <input checked="" type="checkbox"/> Daily Weekly Monthly | 12. FILE BECOMES INACTIVE AFTER NA _____ Month(s) Year(s) Number | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Boulevard ARMA/Mobile Sources Baltimore, MD 21230-1720 | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes _____ X No | |
| 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes _____ X No | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None State Federal Independent | |
| 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes _____ X No | RECOMMENDED RETENTION Retain in office 5 years electronically then screen annually and destroy material that is no longer needed. | |
| 19. NAME AND TITLE OF PREPARER Marcia Ways, Program Manager | 20. TELEPHONE NUMBER 410-537-3286 | 21. DATE May 10, 2017 |

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| INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS 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 3 | |
| 1. DEPARTMENT/AGENCY: Maryland Department of the Environment | | 2. DIVISION : Air and Radiation Management Administration. | | 3. UNIT: Mobile Sources Control Program | |
| DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. | | | | | |
| 4. RECORDS SERIES TITLE Program Planning Records | | | | 5. EARLIEST YEAR / LATEST YEAR 2009 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). Documents and materials related to: 1) regulation development and promulgation; 2) program design, development, and implementation; and 3) State Implementation Plans and supporting materials. | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify) | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) | | 9. VOLUME <input type="checkbox"/> 10 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number | |
| | | 10. ANNUAL ACCUMULATION <input type="checkbox"/> 2 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number | | | |
| 11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly | | 12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) <input checked="" type="checkbox"/> Year(s) | | | |
| 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Boulevard ARMA/Mobile Sources Baltimore, MD 21230-1720 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 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 software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | RECOMMENDED RETENTION Retain for 5 years electronically, then screen annually & destroy unnecessary material except: transfer to Maryland State Archive material that has continuing or historical value. | | | |
| 19. NAME AND TITLE OF PREPARER Marcia Ways Program Manager | | 20. TELEPHONE NUMBER 410-537-3286 | | 21. DATE May 10, 2017 | |

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| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04 | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 | | ELECTRONIC RECORDS INVENTORY | |
| | | | | Page 1 of 5 | |
| 1 DEPARTMENT/AGENCY Maryland Department of the Environment | | 2 DIVISION Air & Radiation Management Administration | | 3 UNIT Mobile Sources Control Program | |
| DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Vehicle Emissions Inspection Program (VEIP) test data, and related analyses and reports | | | | 5 EARLIEST YEAR/LATEST YEAR 2009 To Present | |
| 6 INPUT - Identify source of information to be entered NA | | | 7 OUTPUT - Identify the use/s of information generated by system NA | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The information in this series is used in support of the VEIP through data analyses used to identify and track trends and performance. Information in this series includes vehicle test records and results, periodic summary reports, analyses of specific data elements. | | | | | |
| 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Inter-department use is allowed with permission. Outside access to this information is not permitted. | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Consistently updated as new information is received. | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. ARMA on 'Mde17_vs_server\Data17' (L:) MDE Mobile Sources shared drive: L:\MobileSrcs\... Individual vehicle test records are received and maintained on disk | | | | | |
| 12 RECOMMENDED RETENTION Retain for 5 years then screen annually and destroy material no longer needed. | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER Marcia Ways | | 14 TELEPHONE NUMBER 410-537-3286 | | 15 DATE May 10, 2017 | |
| 16 TITLE OF PREPARER Program Manager | | | FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A | | |
| DGS 550-6 | | | | | |

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| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04 | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 | | ELECTRONIC RECORDS INVENTORY Page 2 of 5 | |
| 1 DEPARTMENT/AGENCY Maryland Department of the Environment | | 2 DIVISION Air & Radiation Management Administration | | 3 UNIT Mobile Sources Control Program | |
| DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Heavy-duty Diesel Smoke Testing Program Data, and Related Analyses and Reports | | | | 5 EARLIEST YEAR/LATEST YEAR 20089 To Present | |
| 6 INPUT - Identify source of information to be entered NA | | | 7 OUTPUT - Identify the use/s of information generated by system NA | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series contains information related to the heavy-duty vehicle smoke program. The information contained in this series includes, but is not limited to, test data from MSP and MdTAP, summary analyses of data, and information related to the certified diesel emission repair (CDER) data. | | | | | |
| 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Inter-department use is allowed with permission. Outside access and alterations to data/text are not permitted. | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Consistently updated as new information is received. | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. ARMA on 'Mde17_vs_server\Data17' (L:) MDE Mobile Sources shared drive: L:\MobileSrcs\ Local drive on staff engineer's computer | | | | | |
| 12 RECOMMENDED RETENTION Retain for 5 years then screen annually and destroy any material that is no longer needed. | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER Marcia Ways | | 14 TELEPHONE NUMBER 410-537-3286 | | 15 DATE May 10, 2017 | |
| 16 TITLE OF PREPARER Program Manager | | | FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A | | |
| DGS 550-6 | | | | | |

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| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04 | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 | | ELECTRONIC RECORDS INVENTORY Page 3 of 5 | |
| 1 DEPARTMENT/AGENCY Maryland Department of the Environment | | 2 DIVISION Air & Radiation Management Administration | | 3 UNIT Mobile Sources Control Program | |
| DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE CERF / MCET / FIS Databases | | | | 5 EARLIEST YEAR/LATEST YEAR 2009 To Present | |
| 6 INPUT - Identify source of information to be entered NA | | | 7 OUTPUT - Identify the use/s of information generated by system NA | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series contains repair technician, repair facility and fleet inspection station information that supports the VEIP by tracking performance of these entities. The information in this series includes records of entities registered as Certified Emissions Repair Facilities, Master Certified Emissions Technicians and Fleet Inspection Stations. | | | | | |
| 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Inter-department use is allowed with permission. Outside access is restricted. | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Consistently updated as new information is received. | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. ARMA on 'Mde17_vs_server\Data17' (L:) MDE Mobile Sources shared drive: L:\MobileSrcs\... | | | | | |
| 12 RECOMMENDED RETENTION Retain for 5 years electronically then screen annually and destroy material that is no longer needed. | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER Marcia Ways | | 14 TELEPHONE NUMBER 410-537-3286 | | 15 DATE May 10, 2017 | |
| 16 TITLE OF PREPARER Program Manager | | | | FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A | |
| DGS 550-6 | | | | | |

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| 1 DEPARTMENT/AGENCY Maryland Department of the Environment | | 2 DIVISION Air & Radiation Management Administration | | 3 UNIT Mobile Sources Control Program | |
| DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE VEIP Facility Audit Data and Reports | | | | 5 EARLIEST YEAR/LATEST YEAR 2009 To Present | |
| 6 INPUT - Identify source of information to be entered NA | | | 7 OUTPUT - Identify the use/s of information generated by system NA | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series is used in support of the VEIP through data analyses to identify and track trends and performance. This series contains records of audits of state VEIP stations, Fleet Inspection Stations, and Certified Emissions Repair Facilities, and summary reports of audit results. | | | | | |
| 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Inter-department use is allowed with permission. Outside alterations to data/text are not permitted. | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Consistently updated as new information is received. | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. ARMA on 'Mde17_vs_server\Data17' (L:) MDE Mobile Sources shared drive: L:\MobileSrcs\... | | | | | |
| 12 RECOMMENDED RETENTION Retain for 5 years electronically then screen annually and destroy material no longer needed. | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER Marcia Ways | | 14 TELEPHONE NUMBER 410-537-3286 | | 15 DATE May 10, 2017 | |
| 16 TITLE OF PREPARER Program Manager | | | | FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A | |
| DGS 550-6 | | | | | |

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| | | | | Page 5 of 5 | |
| 1 DEPARTMENT/AGENCY Maryland Department of the Environment | | 2 DIVISION Air & Radiation Management Administration | | 3 UNIT Mobile Sources Control Program | |
| DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE Mobile Source modeling data, related analyses and reports, and technical documentation | | | | 5 EARLIEST YEAR/LATEST YEAR 2009 TO Present | |
| 6 INPUT - Identify source of information to be entered NA | | | 7 OUTPUT - Identify the use/s of information generated by system NA | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This data is used to perform the mobile modeling needed for SIPs, Rate of Progress projections, transportation conformity analyses and other related work. The information contained in this series includes but is not limited to VMT, vehicle population and age distributions, fuel characteristic data, meteorological data, emission inventories data/input files/output files, etc. and technical documentation of the methodologies. | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Inter-department use is allowed with permission. Outside alterations to data/text are not permitted. | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Consistently updated as new information is received. | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle. ARMA on 'Mde17_vs_server\Data17' (L:) MDE Mobile Sources shared drive: L:\MobileSrcs\... Local drives on staff engineer PCs | | | | | |
| 12 RECOMMENDED RETENTION Retain for 5 years electronically then screen annually and destroy material no longer needed. | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER Marcia Ways | | 14 TELEPHONE NUMBER 410-537-3286 | | 15 DATE May 10, 2017 | |
| 16 TITLE OF PREPARER Program Manager | | | | FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A | |
| DGS 550-6 | | | | | |