

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2926
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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.

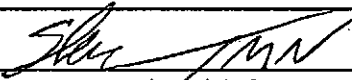
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

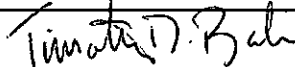
Preparer Information

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Title of Preparer	Regulations and Records Manager
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Date	4/18/2019

Agency Approval

Name of Agency Records Officer	Sheilah F. Brous
Agency Records Officer Signature	
Date	4/18/19

State Archivist Approval

State Archivist Signature	
Date	6-6-19

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

Schedule No. 2926

(To be completed by DGS/Records Management Division)

**Records Series Title: Final Consolidated
Transportation Program (CTP)**

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Record Series Content	Consolidated Transportation Program (CTP), which is the six-year capital budget for MDOT. It is presented as part of the Governor's annual budget for the upcoming fiscal year.
Record Series Function	As required by State Law, the Consolidated Transportation Program is the six-year fiscal year capital budget for the Governor's transportation program, presented each year on the third Wednesday in January and finalized by the end of the Maryland General Assembly (first week of April). Guiding Document Reference: Code of Maryland § 2-103.1. (c)
Organization/ Arrangement	Chronological by fiscal year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Spiral bound paper files Digital: PDF
Volume (file drawers, gigabytes, etc.)	3 shelves 576 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 spiral bound final CTP (plus extra for distribution as needed throughout the year) 1 PDF
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive (record copies) Web - www.ctp.maryland.gov (access copies)
Audit Requirements	Subject to internal audits
Date Span	1971 - Current
Completeness/Gaps	Gap: 1977

Schedule Item Number	1
Retention	Scan paper originals to Maryland State Archives standards. Transfer 1 paper version and 1 digital version to the Maryland State Archives after publication. Destroy all remaining access copies when no longer needed for current business.
Justification for Permanent Retention	The final report shows what portions of the MDOT network were built, improved/expanded, etc. and when, as well as how much was funded by each phase of the project. This informs long-term analysis of transportation spending trends, as well as a timeline outlining when project elements were funded and expended.

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RECORDS MANAGEMENT DIVISION
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Records Series Title: Statewide Transportation Improvement Program (STIP)

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Record Series Content	Statewide Transportation Improvement Program (STIP) includes STIP amendments, Transportation Improvement Program (TIP) requests by the MDOT Transportation Business Units, TIP approval letters from the Metropolitan Planning Organizations (MPOs), and STIP approval letters from the Federal Highway Administration/Federal Transit. Documents were published biennially from 2011 to 2017 but are to be published annually from Fiscal Year 2019.
Record Series Function	The STIP is a federally required document that provides the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) a listing of all regionally significant projects that may or may not be candidates for federal aid. This capital improvement plan is fiscally constrained and covers a four-year period. Presently, the STIP is updated on a bi-annual basis and runs on the State fiscal year (July 1 – June 30). Guiding Document Reference: U.S. Code Title 49, Chapter 53 - Public Transportation (49 U.S.C. 5304(g)) and Title 23, US Code, Section 135 - Statewide Transportation Planning
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Spiral bound files Digital: PDF
Volume (file drawers, gigabytes, etc.)	4 physical volumes (2011, 2013, 2014 and 2017) 2.26 GB comprising 1,816 digital files
Annual Accumulation (file drawers, gigabytes, etc.)	1 spiral bound final STIP (plus extra for distribution as needed) Approximately 500 MB
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive (record copies) Web - www.mdot.maryland.gov/newMDOT/Planning/STIP_TIP/STIPandTIP.html (access copies)
Audit Requirements	Federal triennial review, Statewide Planning Review Process upon development of new STIP
Date Span	Fiscal Year 2007 - Current
Completeness/Gaps	Complete

Schedule Item Number	2
Retention	Retain 3 hardcopies for 10 years, then destroy 2 hardcopies and transfer 1 hardcopy and 1 digital version to the Maryland State Archives. Destroy all other copies when no longer needed for current business.
Justification for Permanent Retention	This documents how the agency submits the annual list of State and local projects eligible for federal funding through the capital budget. As a companion document to the Consolidated Transportation Program (CTP), it provides a detailed account of the type of federal funding being requested each year by combining the CTP with the seven State's Metropolitan Planning Organizations' Transportation Improvement Plans.

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Records Series Title: Annual Attainment Report on Transportation System Performance (AR)	Page 4 of 18
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Record Series Content	The AR is a data-driven snapshot of how successfully the projects and programs contained in the approved Maryland Transportation Plan (MTP) and Consolidated Transportation Program (CTP) were at meeting established goals and benchmarks.
Record Series Function	Beginning in 2002, MDOT has been required to submit to the Governor and to the General Assembly an annual report on the attainment of State transportation goals and benchmarks for the approved and proposed MTP and the approved and proposed CTP. Guiding Document Reference: Maryland Code, Transportation § 2-103.1 (g)
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Bound files Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 shelf of spiral bound copies: 1 - 10 copies per year since 2002 880 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 bound file (plus extra for distribution as needed) Approximately 40 MB
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive (record copies) Web - www.mdot.maryland.gov/ARDashboard and www.mdot.maryland.gov/AR (access copies)
Audit Requirements	None
Date Span	2002 - Current
Completeness/Gaps	Digital gap: 2002 - 2006

Schedule Item Number	3
Retention	Retain 50 copies for 1 year for State Report on Transportation and elected official/federal reporting needs, then transfer 1 physical and digital version to the Maryland State Archives. Destroy all remaining copies when no longer needed for current business.
Justification for Permanent Retention	The AR documents the performance of the Maryland transportation system by goal area by year, depicting the historical evolution of Maryland's transportation trends.

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(To be completed by DGS/Records Management Division)

Records Series Title: Managing for Results (MFR)

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Record Series Content	Managing for Results (MFR) is a strategic planning, performance measurement, and budgeting process that emphasizes use of resources to achieve measurable results, accountability, efficiency, and continuous improvement in State government programs. The Maryland Department of Budget and Management (DBM) prepares this report. MDOT submits the performances measures for transportation.
Record Series Function	This Managing for Results (MFR) Annual Performance Report allows readers to review how well the State of Maryland is performing in the six key performance areas that are reflective of the current Administration's priorities and are taken from the MFR State Comprehensive Plan which establishes the State's strategic direction. The report presents key objectives and results for a variety of performance measures related to each key performance area. The MFR Annual Performance Report is prepared by DBM's Office of Budget Analysis. Annually, in concert with the Governor's budget submission, the Department of Budget and Management publishes MFR strategic plans outlining each agency's mission, vision, goals, objectives and performance metrics.
Organization/Arrangement	Chronological by fiscal year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Microsoft Excel, Microsoft Word
Volume (file drawers, gigabytes, etc.)	238 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1.75 MB
Current Location	MDOT Computer Network - Shared Drive Annual MFR Report published online by DBM
Audit Requirements	Subject to internal audit
Date Span	Fiscal Year 2004 - Current
Completeness/Gaps	Complete

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

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Schedule No. 2926

(To be completed by DGS/Records Management Division)

Records Series Title: State Plans - Maryland
 Transportation Plan

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Record Series Content	This series includes the Maryland Transportation Plan (MTP), which is a 20-year strategic state plan. This is a State-required plan. The MTP is updated every 5 years to address current and future transportation challenges and conditions.
Record Series Function	The MTP is a 20-year statewide strategic plan that outlines the State's overarching transportation priorities and helps create a larger context for transportation decision-making and guides investments. Guiding Document References: Maryland Code, Transportation § 2-103.1 (d) The Maryland Transportation Plan 49 U.S. Code § 5304 - Statewide and nonmetropolitan transportation planning 23 U.S. Code § 135 - Statewide and nonmetropolitan transportation planning
Organization/Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Bound files Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 shelf of bound copies: 1 - 5 copies of each plan 20 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 bound final MTP (plus extra for distribution as needed) Approximately 50 MB
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive (record copies) Web - www.mdot.maryland.gov/MTP (access copies)
Audit Requirements	Subject to internal audits
Date Span	1999 - Current
Completeness/Gaps	Digital gap: 1999 - 2014

Schedule Item Number	5A
Retention	Transfer 1 paper version and 1 digital version to the Maryland State Archives after publication. Retain access copies until no longer needed for current business, then destroy.
Justification for Permanent Retention	This record has historical value because it documents the State transportation plan and goals when certain transportation projects were implemented or constructed. By comparing these plans and the results across time, citizens can assess the agency's success at meeting its goals.

DGS 550-15 (REV. 7/17)

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Schedule No. 2926

(To be completed by DGS/Records Management Division)

Records Series Title: State Plans - Bicycle and Pedestrian Master Plan

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Record Series Content	This series includes the Bicycle and Pedestrian Master Plan (BPMP), which is a 20-year strategic state plan. This is a State-required plan. The BPMP is updated every 5 years to address current and future transportation challenges and conditions.
Record Series Function	The BPMP is a 20-year statewide strategic plan that includes short and long-term goals for bicycle and pedestrian opportunities in Maryland and guides investments. Guiding Document References: Maryland Code, Transportation § 2-604 The Bicycle and Pedestrian Master Plan
Organization/Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Bound files Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 shelf of bound copies: 1 - 5 copies of each plan 20 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 bound final BPMP (plus extra for distribution as needed) Approximately 50 MB
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive (record copies) Web - www.mdot.maryland.gov/bikepedplanupdate (access copies)
Audit Requirements	Subject to internal audits
Date Span	2001 - Current
Completeness/Gaps	Digital gap: 2001 - 2014

Schedule Item Number	5B
Retention	Transfer 1 paper version and 1 digital version to the Maryland State Archives after publication. Retain access copies until no longer needed for current business, then destroy.
Justification for Permanent Retention	This record has historical value because it documents the State transportation plan and goals when certain transportation projects were implemented or constructed. By comparing these plans and the results across time, citizens can assess the agency's success at meeting its goals.

DGS 550-15 (REV. 7/17)

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Records Series Title: Other Plans Produced By OPCP	Page 10 of 18
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Record Series Content	MDOT OPCP produces many reports and plans, including trail plans, transit-oriented development (TOD) plans, small area plans, feasibility plans, policy plans, and reports. This series does not include State Plans, which are covered instead by Schedule Items 5A and 5B.
Record Series Function	Plans are needed to express short- and long-term goals for single and multi-modal transportation facilities and systems which require staff collaboration.
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Bound files Digital: PDF
Volume (file drawers, gigabytes, etc.)	2 shelves 50 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 bound file 1 PDF
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive (record copies) Web - www.mdot.maryland.gov/newMDOT/Planning (access copies)
Audit Requirements	Subject to internal audits
Date Span	2001 - Current
Completeness/Gaps	Complete

Schedule Item Number	6
Retention	Transfer 1 printed version and digital version to the Maryland State Archives after publication. Retain digital access copies until no longer needed for current business, then destroy.
Justification for Permanent Retention	These records document the State's long-term planning for various facilities, services, etc.

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(To be completed by DGS/Records Management Division)

Records Series Title: Joint Chairman Reports and
 Other Reports Required by the Maryland General
 Assembly

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Record Series Content	Reports made to the Maryland General Assembly, including Joint Chairman Reports (JCRs), which are required by legislation and budget language.
Record Series Function	Reports required by the Maryland General Assembly, including JCRs, often offer status updates or explanations on a project or program and are typically due in fall or winter, prior to the Maryland General Assembly Legislative Session. The Maryland Department of Legislative Services maintains all of the original copies online at http://dls.maryland.gov/ .
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopies: Bound files Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 file drawer 20 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 hardcopy of each report 1 digital copy of each report
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2012 - Current
Completeness/Gaps	Complete

Schedule Item Number	7
Retention	Retain for 7 years, then destroy.
Justification for Permanent Retention	None

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Records Series Title: Meeting Files for Statutorily
 Required Task Forces, Commissions, and
 Committees

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Record Series Content	MDOT OPCP provides staff to many statutorily required task forces, commissions, and committees. Through these groups, MDOT staff members produce many documents, including meeting agendas, membership lists, official meeting minutes or summary notes and final reports.
Record Series Function	Document actions that occur and the presence of specific members in meetings of statutorily required task forces. These task forces, commissions, or committees include, but are not limited to the Maryland Bicycle and Pedestrian Advisory Committee, the Maryland Transportation Commission, the Electric Vehicle Infrastructure Committee, the Blue Ribbon Commission on Transportation Funding, and the Local Government Task Force.
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopies: Bound files Digital: PDF
Volume (file drawers, gigabytes, etc.)	3 shelves of bound reports: 1 - 5 copies per report 50 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 - 5 hardcopies of each annual report or final recommendation document 1 digital copy of each annual report or final recommendation document
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive (record copies) Web - www.mdot.maryland.gov (access copies)
Audit Requirements	Subject to internal audits
Date Span	2000 - Current
Completeness/Gaps	Complete

Schedule Item Number	8
Retention	Retain physical and digital record copies for 10 years, then transfer to the Maryland State Archives. Retain access copies until no longer needed for current business, then destroy.
Justification for Permanent Retention	Annual reports and supporting documentation from these task forces, commissions, or committees provide a historical snapshot of these groups, document key work done by MDOT staff, answer questions about these groups' final recommendations, and provide historical context when the General Assembly recommends a similar group.

DGS 550-15 (REV. 7/17)

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Schedule No. 2926

(To be completed by DGS/Records Management Division)

Records Series Title: OPCP Contract Task Order
 Files and Invoices

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Record Series Content	Consultant contracts and supporting documentation for years 2001, 2003, 2009, 2012, and 2017. These are the only years that contracts were issued, though contract tasks were issued throughout the full time period. Files include task order proposals, letters with notice to proceed, and invoices for key tasks on the contract.
Record Series Function	Since 2001, OPCP oversees and manages transportation planning service consultant contracts for TSO. Consultants facilitate the development of technical policy, financial planning, and other planning-related work done by OPCP.
Organization/Arrangement	Chronological by contract date, and then by task
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopies: Bound files Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	3 shelves 50 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 hardcopy of each task order proposal, notice to proceed, and invoice 1 digital copy of each task order proposal, notice to proceed, and invoice
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2001 - Current
Completeness/Gaps	Complete

Schedule Item Number	9
Retention	Retain physical and digital records for 5 years after the close of the contract and then destroy.
Justification for Permanent Retention	None

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Records Series Title: OPCP Contract Task Deliverables	Page 15 of 18
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Record Series Content	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.
Record Series Function	Document task order deliverables provided through the consultant services.
Organization/Arrangement	Chronological by contract, and then by task
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopies: Bound files Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	3 shelves 50 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 hardcopy of each report, deliverable, or final document 1 digital copy of each report, deliverable, or final document
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2001 - Current
Completeness/Gaps	Complete

Schedule Item Number	10
Retention	Transfer 1 printed version and digital version to the Maryland State Archives after publication. Retain digital access copies until no longer needed for current business, then destroy.
Justification for Permanent Retention	This record has historical value because it provides a history of the State's plans for various facilities, services, etc.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2926 (To be completed by DGS/Records Management Division)
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Records Series Title: Secretary Grant Agreements and Files	Page 16 of 18
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Record Series Content	Records pertaining to Secretary grants initiated or managed by OPCP, including signed agreements, decisional correspondence, billing/invoicing, quarterly and monthly progress reports, and grant reimbursement claims alongside supporting documentation. These include transportation related grant agreements with local jurisdictions, for example, and do not typically use federal monies. This series does not include Bikeway Grant Agreements (Item 12) or Federal Grant Agreements (Item 13).
Record Series Function	Tracks the fulfillment of grant agreements made between OPCP and another party where there is a transportation nexus. Annotated Code of Maryland Transportation Article Section 2-103(i) authorizes the Secretary of Transportation, to the extent permitted by the State budget, to make grants-in-aid to any person, including an agency of the State of Maryland, for any transportation related purpose.
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopies: Paper Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	1 shelf 50 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 hardcopy of each agreement, progress report, invoice, and deliverable as applicable 1 digital copy of each agreement, progress report, invoice, and deliverable as applicable
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1980 - Current
Completeness/Gaps	Complete

Schedule Item Number	11
Retention -	Retain for 5 years after grant expiration date and until all audit requirements are met, then destroy.
Justification for Permanent Retention	None

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Records Series Title: Bikeway Grant Agreements and Files	Page 17 of 18
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Record Series Content	Records pertaining to Bikeway grants provided to local jurisdictions by OPCP, including signed agreements, decisional correspondence, billing/invoicing, quarterly and monthly progress reports, and grant reimbursement claims alongside supporting documentation. Access copies of project summaries are provided on the MDOT website as a courtesy.
Record Series Function	Tracks the fulfillment of grant agreements made between OPCP and local jurisdictions on bikeway grants. Annotated Code of Maryland Transportation Article Section 2-103(i) authorizes the Secretary of Transportation, to the extent permitted by the State budget, to make grants-in-aid to any person, including an agency of the State of Maryland, for any transportation related purpose.
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	2 shelves 50 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 hardcopy of each agreement, progress report, invoice, and deliverable as applicable 1 digital copy of each agreement, progress report, invoice, and deliverable as applicable
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming and 2 nd Floor High Density File Storage MDOT Computer Network - Shared Drive (record copies) Web - http://www.mdot.maryland.gov/newMDOT/Planning/Bike_Walk/Bikeways.html (access copies)
Audit Requirements	Subject to internal audits
Date Span	2010 - Current
Completeness/Gaps	Complete

Schedule Item Number	12
Retention	Retain record copies for 5 years after grant expiration date and until all audit requirements are met, then destroy. Retain access copies until no longer needed for current business, but no longer than the record copies, then destroy.
Justification for Permanent Retention	None

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Records Series Title: Federal Grant Agreements and Amendments	Page 18 of 18
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Record Series Content	Records pertaining to federal grants received by OPCP, including signed agreements, decisional correspondence, billing/invoicing, quarterly and monthly progress reports, and grant reimbursement claims alongside supporting documentation. These include discretionary grant agreements and agreements with the Metropolitan Planning Organizations (MPOs) and others using federal monies.
Record Series Function	Records track the fulfillment of grant agreements made between OPCP and the federal government.
Organization/Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	2 shelves 50 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 hardcopy of each agreement, progress report, invoice, and deliverable as applicable 1 digital copy of each agreement, progress report, invoice, and deliverable as applicable
Current Location	7201 Corporate Center Drive, Hanover, Maryland 21076 - Office of Planning and Capital Programming and 2 nd Floor High Density File Storage MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2014 - Current
Completeness/Gaps	Complete

Schedule Item Number	13
Retention	Retain for 5 years after grant expiration date and until all audit requirements are met, then destroy.
Justification for Permanent Retention	None