

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	01454
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### Agency Information

Department / Agency	St. Mary's County Department of Public Works and Transportation
Division / Unit	N/A
Mission Statement/Link to division/unit website	<a href="https://www.stmarysmd.com/DPW/">https://www.stmarysmd.com/DPW/</a>

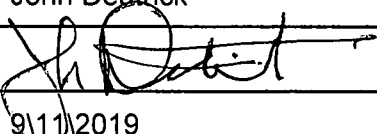
### Schedule Information

Supersedes Schedule(s)	C-1268
Amends Schedule(s)	N/A

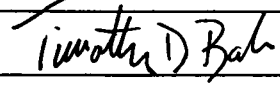
### Preparer Information

Name of Preparer	Robert Kelly
Title of Preparer	Chief Information Officer
Preparer Email Address	<a href="mailto:Bob.Kelly@stmarysmd.com">Bob.Kelly@stmarysmd.com</a>
Preparer Telephone Number	301-475-4200 *1013
Date	9/11/2019

### Agency Approval

Name of Agency Director	John Deatruck
Agency Director Signature	
Date	9/11/2019

### State Archivist Approval

State Archivist Signature	
Date	12-3-19

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <u>  C1454  </u> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: General Correspondence – Department of Public Works and Transportation</b>	<b>Page 1 of 24</b>
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<b>Record Series Content</b>	General Correspondence
<b>Record Series Function</b>	Subject files containing interoffice memos, incoming and outgoing correspondence, information related to the operation of County Government.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Pdf
<b>Volume (file drawers, gigabytes, etc.)</b>	Estimated 4 Gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Estimated 1.5 Gb
<b>Current Location</b>	County File Servers
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2012 - present
<b>Completeness /Gaps</b>	N/A

<b>Schedule Item Number</b>	1
<b>Retention</b>	Scan to MD State Archives Standards; then destroy hard copy. Retain for seven (7) years, and then destroy with the following exception: Screen files for destruction and transfer digital copy to County Archives and State Archives, any material that serves to document the origin, development and accomplishments of the department or its divisions.
<b>Justification for Permanent Retention</b>	Selected subject files have historical value in documenting the origin, development and significant accomplishments of the department or its divisions.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1454 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Time and Attendance – Department of Public Works and Transportation</b>	<b>Page 2 of 24</b>
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<b>Record Series Content</b>	Time and Attendance Records
<b>Record Series Function</b>	Time sheets/Leave slips filled out by County employees. Excludes comp time requests – these are included in the Retention Schedules of the Finance Department.
<b>Organization/ Arrangement</b>	Alphabetically
<b>Indexing System</b>	Name: last, first
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	letter
<b>Volume (file drawers, gigabytes, etc.)</b>	7 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	7 file drawers
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	Current fiscal year only
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	2
<b>Retention</b>	Retain one year; then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1454 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Travel/Training Forms – Department of Public Works and Transportation</b>	<b>Page 3 of 24</b>
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<b>Record Series Content</b>	Travel\Training Forms
<b>Record Series Function</b>	Documentation on employees' travel expenses or expenses for career training sessions.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	PDF, folder
<b>Volume (file drawers, gigabytes, etc.)</b>	1 mb, 1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	250 mb, ¼ file drawer
<b>Current Location</b>	County file server
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	3
<b>Retention</b>	Retain five (5) years then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Non-Executive Correspondence – Department of Public Works and Transportation</b>	<b>Page 4 of 24</b>
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<b>Record Series Content</b>	Non-Executive Correspondence - Email
<b>Record Series Function</b>	Internal and external email correspondence sent and received during office operations. These are "non-executive" in that contain day-to-day administrative functions and do not document executive-level decisions.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	PDF\E-Mail
<b>Volume (file drawers, gigabytes, etc.)</b>	528 Gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	132 Gb (1 Gb per person)
<b>Current Location</b>	County File Servers
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	Present minus 39 months.
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	4
<b>Retention</b>	Department custody. Retain for thirty nine (39) months then destroy. Business related correspondence that is essential to a core function of another series should follow the retention period for that series.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Asset Inspection Reports – Department of Public Works and Transportation</b>	<b>Page 5 of 24</b>
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<b>Record Series Content</b>	Asset Inspection Reports
<b>Record Series Function</b>	Condition assessment reports and studies of facilities maintained by St. Mary's County, including but not limited to buildings, bridges and culverts, roadway pavement, storm drain structures, stormwater management facilities, sidewalks, guardrails, and traffic signs.
<b>Organization/Arrangement</b>	Alphabetical
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter, legal, bound & electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	4 file drawers, 5 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.5 file drawers,
<b>Current Location</b>	Department of Public Works Main office, 2 <sup>nd</sup> Floor Transportation Division Office, and Leonardtown Archives.
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1985 to current
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	5
<b>Retention</b>	Scan to Maryland State Archives standards, then destroy hardcopy. Retain digital copy for one year after the report is updated, asset is replaced, destroyed, or removed from inventory, then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Budget -Transportation Division / Department of Public Works and Transportation</b>	<b>Page 6 of 24</b>
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<b>Record Series Content</b>	Budget - Transportation
<b>Record Series Function</b>	A) Non-Public School Bus (NPSB), Co. mailroom, & Vehicle Maintenance (VM) budget information. B) St. Mary's Transit System (STS) Operational and Capital Projects, and Annual Transportation Plan (ATP), Transportation Division performance indicators, vehicle parts inventory yearly results, County's fuel usage and reports, and diesel tax information.
<b>Organization/ Arrangement</b>	chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Bound book – STS ATP, County Policy and Procedures, LOTS Manual County File server – budget information, parts, fuel usage and reports, diesel tax information and NPSB Contract budget information. ProjectWise – STS ATP, STS operations information
<b>Volume (file drawers, gigabytes, etc.)</b>	9-10 File drawers – estimated gigabytes 10 County Server - estimated gigabytes 10 or more. ProjectWise - estimated gigabytes 1 or more.
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	9-10 File drawers – estimated gigabytes 1-2 County Server - estimated gigabytes 1-2 or more. ProjectWise - estimated gigabytes 1 or more.
<b>Current Location</b>	DPW&T Transportation Facility County data servers
<b>Audit Requirements</b>	STS Audits - FTA, and MTA, has "the right to examine and inspect all records, documents, and papers, including contracts, related to any FTA project financed with Federal assistance authorized by 49 U.S.C. Chapter 53." This would also apply for State funded projects also.
<b>Date Span</b>	2011 – present
<b>Completeness /Gaps</b>	None known

<b>Schedule Item Number</b>	6
<b>Retention</b>	A) STS budget information must be retained on site for 3 years beyond the formal close out of the ATP, then destroy. B) All other categories – retain on site for 15 years then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Design Plans, Reports and Permits – Department of Public Works and Transportation</b>		<b>Page 7 of 24</b>
<b>Record Series Content</b>	Design Plans, Reports and Permits	
<b>Record Series Function</b>	Project files sets which include: A) Engineering design plans, reports, calculations for developments (subdivisions and site plans) and capital improvement projects (solid waste, airport, roadway, and county facilities), B) <b>Permit documents</b> for execution of private and public projects (e.g. Town, State, Federal, soil conservation district and county permits), C) Stormwater Management, Grading, Sediment & Erosion Control Plans, as applicable. D) Associated Correspondence file.	
<b>Organization/Arrangement</b>	Digital and hardcopy File sets: Alphabetical & numerical Associated hardcopy correspondence chronological	
<b>Indexing System</b>	Alphabetical	
<b>Restrictions</b>	N/A	
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter, legal, bound & electronic	
<b>Volume (file drawers, gigabytes, etc.)</b>	80 file drawers, 20 gigabytes	
<b>Annual Accumulation (file drawers, etc.)</b>	1 file drawer, 2 gigabytes	
<b>Current Location</b>	Hardcopy: Department of Public Works Main office, 2 <sup>nd</sup> Floor Transportation Division Office, and Leonardtown Archives. Electronic: County file servers	
<b>Audit Requirements</b>	N/A	
<b>Date Span</b>	1985 to current (digitalization of older files is in process)	
<b>Completeness /Gaps</b>	None Known	
<b>Schedule Item No.</b>	7	
<b>Retention</b>	<p><u>Draft plans and computations</u> - retain until project approval, then destroy.</p> <p><u>Solid Waste Landfill plans</u> - Scan to Maryland State Archives standards. Retain hard copies on site for 5 years, then destroy. Maintain digital records until 30 years after landfill close-out, then destroy.</p> <p><u>All other items bearing an original professional seal</u> – Retain original in hard copy until the asset is replaced or destroyed/removed, then destroy.</p> <p><u>Accepted/Approved records not bearing an original professional seal</u> - For all records marked “approved or accepted” by the County, scan to Maryland State Archives standards, then destroy hardcopy. Retain images until the asset is replaced or destroyed, then destroy record. (Accepted records are generally calculation/computations accepted by the County in support of designs.)</p> <p><u>All other items not bearing an original professional seal</u> - Scan to Maryland State Archives standards, then destroy paper. Retain images to project completion, then destroy.</p>	



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 21454 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Operations – Transportation Division NPSB - Department of Public Works and Transportation</b>	<b>Page 8 of 24</b>
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<b>Record Series Content</b>	Operations - Non-Public School Bus (NPSB)
<b>Record Series Function</b>	(A) Non-Public School Bus (NPSB) Vehicle Information, Contractor and Contract Files (B) NPSB Correspondences, and employee files.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy – NPSB route maps, employee files and contractor information County File server – Divisions vehicle accident reports, vehicle information, division correspondences, employee records and NPSB Contract information.
<b>Volume (file drawers, gigabytes, etc.)</b>	Video Footage – 800+ gigabytes NPSB operational files estimated 3-5 GB file drawers County Server – NPSB estimated 1+ GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	NPSB operational files estimated .25+ GB file drawers County Server – NPSB .50+ GB estimated
<b>Current Location</b>	DPW&T Transportation Facility, County file servers and removable hard drives
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2011 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	8
<b>Retention</b>	(A) Destroy once contractor is no longer under contract with the county. (B) Scan to Maryland State Archives standards, and then destroy paper originals. Retain images for 20 years, and then destroy.
<b>Justification for Permanent Retention</b>	

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

**Schedule No.** C1454  
(To be completed by DGS/Records Management Division)

**Records Series Title: Operations – Transportation  
Division STS - Department of Public Works and  
Transportation** **Page 9 of 24**

<b>Record Series Content</b>	Operations - St. Mary's Transit System (STS)
<b>Record Series Function</b>	(A) St. Mary's Transit System (STS) Vehicle Information, Accident reports / accident / passenger incident video footage, (B) STS criminal video footage, (C) STS Correspondences, and employee files.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy – STS accident reports, and employee files. County File server – Divisions vehicle accident reports, vehicle information, division correspondences, and employee records. Removable Hard Drive – STS Video Footage
<b>Volume (file drawers, gigabytes, etc.)</b>	Video Footage – 800+ gigabytes STS operational files estimated 3-5 GB file drawers County Server – estimated 1+ GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Video Footage – 500+ gigabytes estimated STS, operational files estimated .25+ GB file drawers County Server – STS .50+ GB estimated
<b>Current Location</b>	DPW&T Transportation Facility, County file servers and removable hard drives
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2011 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	<b>9</b>
<b>Retention</b>	(A) Retain on site 3 years after formal approval of disposal of vehicle from the Maryland Transit Administration (MTA). (B) Retain on site for 7 years and then destroy. (C) Scan to Maryland State Archives standards, and then destroy paper originals. Retain images for 20 years, and then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Operations – Transportation Division VM - Department of Public Works and Transportation</b>	<b>Page 10 of 24</b>
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<b>Record Series Content</b>	Operations - Vehicle maintenance (VM)
<b>Record Series Function</b>	(A) Vehicle maintenance (VM) vehicle Information (B) Correspondences, and employee files.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Hard copy – STS vehicle inspection reports County File server – Divisions vehicle accident reports, vehicle information, division correspondences and employee records.
<b>Volume (file drawers, gigabytes, etc.)</b>	VM operational files estimated 3-5 GB file drawers County Server – estimated 1+ GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	VM operational files estimated .25+ GB file drawers County Server – .50+ GB estimated
<b>Current Location</b>	DPW&T Transportation Facility, County file servers and removable hard drives
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2011 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	10
<b>Retention</b>	(A) Retain for the life of the vehicle, and then destroy. (B) Scan to Maryland State Archives standards, and then destroy paper originals. Retain images for 20 years, and then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Vehicle Files - Transportation – Department of Public Works and Transportation</b>	<b>Page 11 of 24</b>
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<b>Record Series Content</b>	Vehicle Files - Transportation
<b>Record Series Function</b>	County's vehicle titles and vehicle list.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter & bound book
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer equivalent
<b>Current Location</b>	Transportation Division office
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2006 to current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	11
<b>Retention</b>	Retain for the life of the vehicle, then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Traffic Data – Department of Public Works and Transportation</b>	<b>Page 12 of 24</b>
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<b>Record Series Content</b>	Traffic Data
<b>Record Series Function</b>	Traffic Count and Speed Studies along County Highways to assess current usage and for future planning of capital projects and maintenance.
<b>Organization/ Arrangement</b>	Chronological & geographical
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter, legal, bound & video tape
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer, 5 gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.5 file drawers, 500 mb
<b>Current Location</b>	Department of Public Works Main Office & Highway division office
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2016 to current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	12
<b>Retention</b>	Scan paper and video tape to MD State Archives standards, retain for 2 years, then destroy. Retain digital for 10 years, then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1454 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Recycling – General – Department of Public Works and Transportation</b>	<b>Page 13 of 24</b>
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<b>Record Series Content</b>	Recycling – General
<b>Record Series Function</b>	Files include but not limited to: plans, proposals, correspondences, data, collection reports, rules and regulations, and references relating to St. Mary’s County single stream, battery, electronic, fluorescent bulb, household hazardous, scrap metal, scrap tires, textiles, used oil, and yard waste recycling programs at the Convenience Centers, Landfill, and special events.
<b>Organization/ Arrangement</b>	alphabetical
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter, legal & bound book, electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	15 file drawers, 300 mb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.25 file drawers, 2gb
<b>Current Location</b>	Department of Public Works Main office & 2 <sup>nd</sup> floor, Transportation Division Office, County file servers
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2011 to current
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	13
<b>Retention</b>	Retain electronic and hard copy for 7 years, then screen annually and destroy documents no longer needed for current business with the following exception: transfer to the County and State Archives any material that serves to document the origin, development & accomplishments of the office and has continuing administrative, fiscal, legal, or historic value.
<b>Justification for Permanent Retention</b>	Select subject files have historical value in documenting the origin, development and significant accomplishments of the department or its divisions

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 21954</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Solid Waste – General – Department of Public Works and Transportation</b>	<b>Page 14 of 24</b>
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<b>Record Series Content</b>	Solid Waste – General
<b>Record Series Function</b>	Files to include but not limited to: correspondences, fees, rules/regulations, disposal, waivers, permits, plans, proposals, on-going/pending mitigation, gas & well water monitoring, data, inbound/outbound reports, plats, and historical information of and relating to St. Mary's County St. Andrews and Clements Landfills, six (6) Convenience centers, and permitted Transfer Station.
<b>Organization/ Arrangement</b>	alphabetical
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter, legal & bound
<b>Volume (file drawers, gigabytes, etc.)</b>	30 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1.5 file drawers
<b>Current Location</b>	Department of Public Works Main office & 2 <sup>nd</sup> floor, Transportation Division Office
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2011 to current
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	14
<b>Retention</b>	Retain hard copy for 7 years, then screen annually and destroy documents no longer needed for current business with the following exception: transfer to the County Archive any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historic value.
<b>Justification for Permanent Retention</b>	Select subject files have historical value in documenting the origin, development and significant accomplishments of the department or its divisions

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 21454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Landfill Scale Weigh Tickets – Department of Public Works and Transportation</b>	<b>Page 15 of 24</b>
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<b>Record Series Content</b>	Landfill Scale Weigh Tickets
<b>Record Series Function</b>	Actual daily scale weight ticket generated at St. Andrews' Landfill Scale House used to reference (but not limited to) date, time, location, weight, and cost of inbound/outbound material.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	digital
<b>Volume (file drawers, gigabytes, etc.)</b>	7 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 gigabytes
<b>Current Location</b>	County file server
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2011 to current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	15
<b>Retention</b>	Scan tickets to MD State Archives Standards and destroy originals - retain digital version on server for 7 years, then destroy.
<b>Justification for Permanent Retention</b>	



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C1454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Utility Permits – Department of Public Works and Transportation</b>	<b>Page 16 of 24</b>
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<b>Record Series Content</b>	Utility Permits
<b>Record Series Function</b>	Permits issued for work performed along the County Highways associated with utilities.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter, legal and bound, electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	2 file drawers, .5 gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.5 file drawers, 2gb
<b>Current Location</b>	Highway division office, county file servers
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2016 to current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	16
<b>Retention</b>	Scan to MD State Archives standards. Two years after permit is closed, destroy hardcopy and transfer digital copy to St. Mary's County Land Use and Growth Management Department to be retained according to that department's retention schedule.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. C145-4</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Aircraft Insurance Data – Department of Public Works and Transportation</b>	<b>Page 17 of 24</b>
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<b>Record Series Content</b>	Aircraft Insurance Data Forms
<b>Record Series Function</b>	MDOT-MAA Form MAA-210 - Identifies aircraft by N-number, type/model of aircraft, insurer of record, owner and owner's address.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter and legal-size documents. Hardcopy only
<b>Volume (file drawers, gigabytes, etc.)</b>	0.2 File drawer equivalent
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	minimal
<b>Current Location</b>	Held at Fixed base operations office, St. Mary's County Regional Airport. (2W6)
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	17
<b>Retention</b>	Continuous Record. Maintain current record during time of occupancy, updating when amended or revised (discard previous version) and destroy once aircraft has been out of jurisdiction for 2 years.
<b>Justification for Permanent Retention</b>	Current Operational record only.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 21454 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Navigational Aids and Airspace – Department of Public Works and Transportation</b>	<b>Page 18 of 24</b>
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<b>Record Series Content</b>	Navigational Aids and Airspace
<b>Record Series Function</b>	Federal Aviation Regulation Part 77 surfaces, approved Visual Flight Rule (VFR) and Instrument Flight Rule (IFR) approaches, approved Global Positioning System (GPS) approaches, Airport Facility Directory and field aids such as rotating beacon, Precision Approach Path Indicator (PAPI) lights, segmented circle, wind-T.
<b>Organization/Arrangement</b>	Alpha / numeric
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter and legal-size documents. Digital copy on shared drive
<b>Volume (file drawers, gigabytes, etc.)</b>	4 File drawers. 4 gb shared drive space.
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.75 file drawers, 750 mb shared drive space
<b>Current Location</b>	Arnold Building and shared drive
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2012 - present
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	<b>18</b>
<b>Retention</b>	Scan hardcopy records to State Archives standards. Retain hardcopy in department until approved by the FAA and then destroy. Retain digital records 7 years then discard.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1454 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Airport - Obstruction Evaluation Program – Department of Public Works and Transportation</b>	<b>Page 19 of 24</b>
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<b>Record Series Content</b>	Obstruction Evaluation Program
<b>Record Series Function</b>	Ground surveys, inspection reports, development review summaries and other records to monitor airport environs and approaches for potential height penetrations into controlled airspace associated with airport.
<b>Organization/ Arrangement</b>	Alpha / numeric
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter and legal-size documents. Digital copy on shared drive
<b>Volume (file drawers, gigabytes, etc.)</b>	4 File drawers. 4 gb
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	0.75 file drawers, 750 mb
<b>Current Location</b>	Arnold Building and County file servers
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2012 - present
<b>Completeness /Gaps</b>	None Known
<b>Schedule Item Number</b>	19
<b>Retention</b>	Scan hardcopy records to State Archives standards. Retain hardcopy in department until approved by the FAA and then destroy. Retain digital records 7 years then discard.
<b>Justification for Permanent Retention</b>	

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

**Schedule No.** 21454  
(To be completed by DGS/Records Management Division)

**Records Series Title: Elevator Maintenance –  
Building Services – Department of Public Works  
and Transportation**

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<b>Record Series Content</b>	Elevator Maintenance – Building Services
<b>Record Series Function</b>	Monthly & Yearly elevator maintenance inspections required for yearly elevator certificates done per contract.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter & legal
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Current Location</b>	Building Maintenance Facility
<b>Audit Requirements</b>	None
<b>Date Span</b>	2011 to current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	20
<b>Retention</b>	Retain hard copy by department 5 years then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 21454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Generator Maintenance – Building Services – Department of Public Works and Transportation</b>	<b>Page 21 of 24</b>
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<b>Record Series Content</b>	Generator Maintenance – Building Services
<b>Record Series Function</b>	Quarterly and Yearly preventive maintenance and testing of County generators.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter & legal
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Current Location</b>	Building Maintenance Facility
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2012 to current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	21
<b>Retention</b>	Retain on site until equipment is no longer maintained by the county, then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 21454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Sprinkler/Fire Protection – Building Services – Department of Public Works and Transportation</b>	<b>Page 22 of 24</b>
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<b>Record Series Content</b>	Sprinkler/Fire Protection Documents – Building Services
<b>Record Series Function</b>	Quarterly and Yearly test and inspections of fire sprinkler systems at County facilities. Performed by Contractor.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter & legal
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Current Location</b>	Building Maintenance Facility
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2011 to current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	22
<b>Retention</b>	Retain hard copy in department for 5 years; then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> 21454 (To be completed by DGS/Records Management Division)
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<b>Records Series Title: General Files – Repair Work – Building Services – Department of Public Works and Transportation</b>	<b>Page 23 of 24</b>
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<b>Record Series Content</b>	General Files – Repair work – Building Services
<b>Record Series Function</b>	General Maintenance Files for repair work performed at County facilities.
<b>Organization/Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter, legal
<b>Volume (file drawers, gigabytes, etc.)</b>	2 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 file drawers
<b>Current Location</b>	Building Maintenance Facility
<b>Audit Requirements</b>	none
<b>Date Span</b>	2005 to current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	23
<b>Retention</b>	Retain onsite at Building Maintenance Facility (92) until the facility or equipment is no longer maintained by the County; then destroy.
<b>Justification for Permanent Retention</b>	



<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. 21454</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title: Boiler Certification – Building Services – Department of Public Works and Transportation</b>	<b>Page 24 of 24</b>
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<b>Record Series Content</b>	Boiler Certification – Building Services
<b>Record Series Function</b>	Copies of Boiler Certificates for County facilities.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Letter
<b>Volume (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer
<b>Current Location</b>	Building Maintenance Facility
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2011 - current
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	24
<b>Retention</b>	Retain on site until the equipment is no longer maintained by the County, then destroy.
<b>Justification for Permanent Retention</b>	