

DEPARTMENT OF GENERAL SERVICE  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

SCHEDULE  
NO.

552

PAGE  
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF ECONOMIC DEVELOPMENT

Business and Industrial Development Division

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

| Item No. | Form No. | Description and Retention   |
|----------|----------|---|
| 1        |          | <p>BUSINESS - INDUSTRIAL INQUIRY FILE</p> <p>Size: Legal<br/>                     Dates: 1962 --<br/>                     Quantity: 3 four-drawer cabinets<br/>                     File Arrangement: Alphabetical by name of company or individual</p> <p>This file is composed of inquiries from business and industrial firms and private individuals requesting information, general and specific, concerning establishment of commercial and industrial facilities in Maryland. Replies to inquiries and special reports prepared by the Division are generally included in the individual files.</p> <p>Much of this file is confidential in that financial and production statistics and other proprietary information are frequently disclosed as a necessary prelude to obtaining the information needed by the company or individual.</p> <p>It is recommended that these files be purged up to a specified date and that thereafter there be a five-year cutoff period established to insure that non-current files be retired to inactive status and those files which are still active will continue in current status.</p> <p>Because of the confidential nature of these files, they should be unavailable for research outside the Division.</p> <p>When the file has been inactive for a period of 15 years, it becomes subject to Recommendation "B" below.</p> <p>RECOMMENDATION: A. RETAIN WHILE ACTIVE, THEN TRANSFER AFTER AN INTERVAL of 5 YEARS TO INACTIVE STATUS.</p> <p>B. RETAIN INACTIVE FILES FOR 15 YEARS, THEN DESTROY.</p> |

See also approved by Department, Agency or Division Representative

Signature

Title

Date

Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 552

DEPARTMENT OF ECONOMIC DEVELOPMENT  
Business and Industrial Development Division

PAGE  
NO. 2

| Item No. | Form No. | Description and Retention   |
|----------|----------|---|
| 2        |          | <p>GENERAL FILE</p> <p>Size: Legal<br/>Dates: 1962 --<br/>Quantity: 7 four-drawer cabinets<br/>File Arrangement: Alphabetical by subject or name of county</p> <p>Whereas the Business-Industrial Inquiry File (Item 1) represents requests made to the Division, the General File contains correspondence from the Division to Federal, State and County agencies, organizations and professional groups requesting information needed by the Division for preparation of special studies and reports. Replies are filed with the correspondence requesting the information.</p> <p>Printed and mimeographed material, publications and reading files, are considered nonrecord and may be disposed of when no longer needed by the office. All other material should be retained until administrative value to the office ceases.</p> <p>RECOMMENDATION: RETAIN ALL EXCEPT NONRECORD MATERIAL IN THIS FILE FOR THREE YEARS, THEN DESTROY.</p> |