

IV. RECORDS RETENTION SCHEDULE

MARYLAND ARCHITECTURAL REGISTRATION BOARD

DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-12

This Schedule Lists Only Those Records
Created and Used by the

Maryland Architectural Registration Board

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Maryland Architectural
Registration Board

| Item No. | Description | Retention |
|----------|---|--|
| 1 | <p><u>RECORD OF REGISTERED ARCHITECTS:</u></p> <p>This list of registered architects is arranged by registration number giving the name of the architect, the date of registration and residence. The notation of death, lapse or revocation is shown as is a notation of return of the registration stamp if such information is available. Reciprocal registrations are also entered in this record.</p> | <p>Retain permanently.</p> |
| 2 | <p><u>REGISTER OF CORPORATIONS AND PARTNERSHIPS:</u></p> <p>The Register gives the original certificate number, the name and address of the corporation or partnership, and the date of receipt of the application.</p> | <p>Retain permanently.</p> |
| 3 | <p><u>APPLICATION AND EXAMINATION PAPERS FOR ARCHITECTURAL REGISTRATION:</u></p> <p>Applications for Architectural Registration are of three types:</p> <ul style="list-style-type: none"> a. Reciprocal and Examination b. Corporation c. Partnerships <p>The examination papers are included with the applications and are composed of copies of examinations with statistical information giving names of those persons taking the examination and, usually, the standing of marks attained. Names of persons failing to take the</p> | <p>Retain folders while active. Remove to inactive status for three (3) years, then destroy.</p> |

Schedule approved by Department, Agency or Division Representative

Jan Logan Camp
Signature

Director,
Administrative Services

July 31, 1975

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75
Date

Edward Paganjura
Archivist

8/28/75
Date

Richard H. Hinkel Jr.
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|---|
| | <p>examination, but authorized to do so, are also included. Lapsed and revoked registrations have no value to the operation of the Board and should be considered as inactive.</p> | |
| 4 | <p><u>DUES COLLECTION CARD FILE:</u></p> <p>5" x 8" cards arranged alphabetically by name of registrant. Prior to examination, cards are filed separately but, after testing are updated and transferred to the Registrants' portion of the file where it is continued as a record of annual fee payments.</p> | <p>Retain active Registrant cards until all audit requirements have been fulfilled and for three (3) years after they have become inactive, then destroy.</p> |