

IV. RECORDS RETENTION SCHEDULE

MARYLAND HOME IMPROVEMENT COMMISSION
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-24

This Schedule Lists Only Those Records
Created and Used by the

Maryland Home Improvement Commission

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Maryland Home Improvement Commission

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>COMPLAINT REGISTER:</u></p> <p>Bound books wherein is recorded the number assigned a complaint. Included also is the date complaint received, the company involved, name of complainant, complaint, date forwarded, date investigated, disposition, date closed and date reply received.</p>	<p>Retain permanently.</p>
2.	<p><u>PENDING CARDS AND COURT CARDS:</u></p> <p>3" x 5" cards are created for persons having arrest warrants in effect. Each card contains the name of contractor or salesman, the charge, name of complainer, court, date of trial and disposition. When the arrest is made, the card is then interfiled in the Court section.</p>	<p>Retain permanently.</p>
3.	<p><u>HEARING CARD FILE:</u></p> <p>3" x 5" alphabetical cards pertaining to Commission Hearings.</p>	<p>Retain for ten (10) years, then destroy.</p>
4.	<p><u>COMPLAINT INDEX CARDS:</u></p> <p>3" x 5" alphabetical cards each containing the complainant's name, telephone number, contractor's name, complaint date, contractor's name, complaint date and salesmens' name where applicable.</p>	<p>Retain for five (5) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

J. Roggenkamp
Signature

Director,
Administrative Services

July 31, 1975
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/28/75
Date

Edward P. Jensen
Archivist

SEP 22 1975
Date

Leedman Street
Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
5.	<p><u>COMPLAINTS:</u></p> <p>This file, arranged alphabetically by name of complainant, consists of manila envelopes containing phonograph records of Commission Hearings, complaint reports, copies of license applications, copies of Home Improvement Contracts, copies of checks, correspondence, work papers, memoranda of settlement and other required evidence. The outside of the envelope contains the complainant's name as well as that of the complaine, hearing date, docket number and date of license revocation.</p>	<p>Retain envelopes where criminal warrants are outstanding until completion of adjudication through courts, then destroy. All other envelopes, retain for five (5) years, then destroy.</p>
6.	<p><u>ADVERTISING FILE:</u></p> <p>Folders arranged alphabetically by company name containing correspondence pertaining to illegal or improper advertising by home improvement companies. Newspaper clippings of such advertisements are included here.</p>	<p>Retain for five (5) years, then destroy.</p>
7.	<p><u>GENERAL ADMINISTRATIVE FILE:</u></p> <p>Executive Director's file correspondence with other State agencies, private individuals and groups dealing with the functions of this office.</p>	<p>Retain for three (3) years, then destroy.</p>
8.	<p><u>LEGISLATIVE CORRESPONDENCE:</u></p> <p>Correspondence concerning pending or approved legislation, copies of legislative bills and newspaper clippings.</p>	<p>Retain for three (3) years, then destroy.</p>
9.	<p><u>APPLICATION FILE FOR CONTRACTORS', SALESMEN AND ADDITIONAL SALESMEN:</u></p> <p>Prior to fiscal year 1973, separate files were maintained for both contractors' and salesmens' application. Presently, all salesmens' forms are attached to the form of the contractor they are employed with. In order to locate a salesman's file, reference must first be made to the alphabetical Salesmens' Card Index to determine the contractor's license number. These files are closed out yearly.</p>	<p>Retain for three (3) years and audit, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
10.	<p><u>CARD INDEXES TO CONTRACTORS' AND SALESMENS' LICENSES:</u></p> <p>These cards are divided into three groups:</p> <ul style="list-style-type: none">a. Alphabetical Contractors' Indexb. Alphabetical Salesmens' Indexc. Numerical Index comprising carbon copies of the other two groups. <p>Each Contractor's Card lists the name, address, license number and date of issue. Similarly, each Salesmens' Card contains the name of the salesman, company name, contractor license number, individual license number and date of issue. The indexes are closed out and restarted annually.</p>	Retain for three (3) years, then destroy.
11.	<p><u>NO JURISDICTION FILE:</u></p> <p>Original complaint letters on subjects where the Home Improvement Commission has no jurisdiction.</p>	Retain for three (3) years, then destroy.
12.	<p><u>NO JURISDICTION INDEX CARDS:</u></p> <p>3" x 5" alphabetical cards documenting complaints received against companies and individuals whom the Commission has no authority.</p>	Retain for three (3) years, then destroy.