

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION

LIBRARY DEVELOPMENT AND SERVICES

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>RECORDS MAINTAINED BASED ON REQUIREMENTS ESTABLISHED BY THE STATE OF MARYLAND</p> <p>This series is composed of all records necessary to conduct the business of the Division of Library Development and Services where the requirements for use and maintenance of the records are established under the legal or administrative authority of Maryland law, the State Board of Education, or the State Superintendent of Schools.</p> <p>The following are records included in this category:</p> <ul style="list-style-type: none"> a. Boards of Library Trustee Review b. Fiscal Year Budget Information c. Public Library Statistical Report d. Annual Expenditures Report e. Statistics of Maryland Public Libraries f. Annual Library - Media Center Report (Private Schools) g. Annual Library - Media Center Report (Public Schools) h. Request for Information on Media Services at the System Level i. Requests of Payment MSDE j. Library General Information Survey k. Library Division Publications l. Annual Financial Report (State Media Services 	<p>RETAIN THREE (3) YEARS AND UNTIL ALL AUDIT REQUIREMENTS ARE MET, THEN DESTROY</p>

Schedule approved by Department, Agency or Division Representative

Althea B Taylor
Signature

Assistant State Superintendent in
Library Development and Services

Title

4/5/76

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
1	<p>(continued)</p> <p>Center)</p> <p>m. Curriculum Materials Developed by Local School Systems (State Media Services Center)</p> <p>n. Report of Local Expenditures - Public and Nonpublic Schools</p>	
2	<p>RECORDS MAINTAINED BY THE DIVISION OF LIBRARY DEVELOPMENT AND SERVICES WHOSE RETENTION IS BASED ON REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT</p> <p>a. Application LSCA: Title I: Project VIII</p> <p>b. Application for Federal Library Services and Construction Act Funds: Title I Services</p> <p>c. Construction Project Application</p> <p>d. Title II, Notification of Construction Project Approval</p> <p>e. Federal Chart of Contracts Awarded</p> <p>f. Requests for Payment of Federal Funds</p> <p>g. Labor Standards Enforcement Report</p> <p>h. Request for Determination</p> <p>i. Application for Loan of Materials Under ESEA, Title II</p> <p>j. Application for ESEA, Title II - Public Schools</p> <p>k. Summary of Requests for Materials to be Loaned under ESEA, Title II</p> <p>l. Title II of ESEA Certifications - Public and Nonpublic Schools</p> <p>m. USOE Annual Report ESEA II</p> <p>n. ESEA, Title II, Project Financial Status Report</p> <p>o. Applications for ESEA, Title II - Special Purpose Grant from Public School System</p> <p>p. NDEA, Title III - Project Application</p>	<p>RETAIN FOR THREE (3) YEARS AND FOLLOW THE GUIDELINES AND REQUIREMENTS ESTABLISHED BY THE FEDERAL GOVERNMENT</p>

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2	<p>(continued)</p> <ul style="list-style-type: none">q. NDEA, Title III - Project Approval Summaryr. Annual Report of Federal Assistance Programss. Application for LSCA, Title I Funds - Institutional Library Servicet. Request for Talking Book Serviceu. Semi-annual Circulation - Blind and Physically Handicapped Report	