

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland State Department of Education

Division of Administration & Finance

AGENCY

DIVISION

Item No.	Description	Retention
13.	<p><u>Contract Files</u></p> <p>Subject arrangement of all original contracts entered into by the State Department of Education. Files may include but, are not limited to:</p> <p>Original contract, signed copy of BB-4 Form, list of bidders, sole source document, anti-bribery form signed, non-collusion form signed, and corporate registration.</p>	<p>Retain in office for three (3) years after contract completed, then transfer to State Records Center for four (4) years or until all audit requirements have been fulfilled, then destroy</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4/8/82 _____
Date Signature Title

5/9/82 _____
Date State Archivist