

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT		Division of Research
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>These files contain all administrative reports, federal grant documentation, and general information concerning equal employment opportunities, budget, personnel, etc.</p>	Retain for ten (10) years, then destroy.
2.	<p><u>POWER PLANT SITING PROJECT FILES</u></p> <p>Contained herein is the background material for studies and reports written by the Power Plant Siting Office concerning, among other things, the economic effects of operating power facilities in the State.</p>	Retain for fifteen (15) years, then destroy.
3.	<p><u>PROJECT AND SECTOR STUDIES</u></p> <p>These subject files contain background material for studies and policy analyses conducted for the Legislature, Governor, or Department.</p>	Retain for fifteen (15) years, then destroy.
4.	<p><u>FINAL REPORTS OF THE DIVISION OF RESEARCH</u></p> <p>All work products considered to be in final form by the division. Includes the "Reports on the Maryland Economy, Maryland Statistical Abstract," reports prepared by mandate from the Governor or Legislation Reports prepared for the department by consultants and white papers and position papers initiated by the Division of Research or Department of Economic and Community Development.</p>	Retain permanently.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

10/7/80

*Robert H. [Signature]* Director

Date

Signature

Title

Date

State Archivist