

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HUMAN RESOURCES, COMMUNITY PROGRAMS ADMINISTRATION

AGENCY

DIVISION

Item No.	Description	Retention
ADMINISTRATIVE UNIT		
1	<p><u>Administrative Records</u></p> <p>Contained in this record are all files relating to the overall administration of the units under the auspices of the Community Programs Administration and specifically relating to the Administrative Unit. Included are budgetary procedure material and resulting information, directives and procedural communications and correspondence, and Departmental policy communications. Also included are personnel records relative to the Administrative Unit.</p>	<p>Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the Agency, retain permanently for eventual transfer to Hall of Records.</p>
2	<p><u>Office of Community Services Records</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the operations and all programs administered by the Community Programs Administration. Also included are personnel records relative to the unit.</p>	<p>Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

05/24/81 *Chris B. Fildes* Asst. Secy
Date Signature Title

Date State Archivist

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Item No.	Description	Retention
3	<p><u>Equal Opportunity Office Records</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the operations of the Equal Opportunity Office. All correspondence and materials relative to the 504 Project (handicapped), and personnel records relative to the unit are also maintained in this record.</p>	<p>Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.</p>
4	<p><u>Training and Employment Office Records</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the operations of the Training and Employment Office. Also included are personnel records relative to the unit.</p>	<p>Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.</p>
5	<p><u>Maryland Commission for Women Records</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the operations of the Maryland Commission for Women. Also included are personnel records relative to the unit.</p>	<p>Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.</p>

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Item No.	Description	Retention
6	<p><u>Governor's Commission on Hispanic Affairs Records</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the operations of the Governor's Commission on Hispanic Affairs. Also included are personnel records relative to the unit.</p>	<p>Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.</p>
7	<p><u>Governor's Commission on Migratory Labor Records</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the operations of the Governor's Commission on Migratory Labor. Also included are personnel records relative to the unit.</p>	<p>Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.</p>

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Item No.	Description	Retention
8	<p>OFFICE OF COMMUNITY SERVICES (OCS)</p> <p><u>Audit Records</u></p> <p>Every year an audit of the grants that come through the Office of Community Services must be performed. The local agencies forward a copy of the audit to the Community Services Administration and a copy is retained in the local office.</p>	<p>Retain for three (3) years, then destroy.</p>
9	<p><u>Applications - Maryland Energy Assistance Program (MEAP) Records</u></p> <p>The applications for the MEAP, our copies of the vendor sheets and client letters will be placed in a file and will be retained for a three year period according to federal regulations.</p>	<p>Retain for three (3) years, then destroy.</p>
10	<p><u>Local Grant Records</u></p> <p>For each grant to a local administering agency, there must be a grant application submitted which is reviewed by the Office of Community Services. After the review, a decision is made and the grant is approved or disapproved by the DHR and a letter is written stating the approval or disapproval. A copy of the letter is placed in the folder with the grant application/proposed program.</p>	<p>Retain approved grants for three (3) years after expiration of grant and until resolution of all audits, then destroy. Retain disapproved applications for three (3) years, then destroy.</p>

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Item No.	Description	Retention
TRAINING AND EMPLOYMENT OFFICE		
11	<p><u>Balance of State (BOS) Subgrant Records</u></p> <p>These records consist of copies of the subgrants, subgrant modifications, fiscal and programmatic reports, closeout and audit documents, monitoring reports and correspondence.</p>	<p>Retain for five (5) years after expiration of grant (subgrant) and until resolution of all audits, then destroy.</p>
12	<p><u>BOS Grant Records</u></p> <p>These records include copies of the grants, grant modifications, Federal reports, fiscal settlements and related correspondence.</p>	<p>Retain for five (5) years after expiration of grant (subgrant) and until resolution of all audits, then destroy.</p>
13	<p><u>BOS Planning Council Records</u></p> <p>These records include minutes of council meetings, copies of Executive Orders and general correspondence.</p>	<p>Retain minutes permanently for eventual transfer to the Hall of Records. Retain the remainder for five (5) years, then destroy.</p>
14	<p><u>State Public Service Employment (PSE) Unit Participant Records</u></p> <p>A folder is maintained for each participant and contains copies of all necessary personnel forms, correspondence and other information regarding the participant.</p>	<p>Retain for five (5) years, then destroy.</p>
15	<p><u>State PSE Unit Records of Participating Prime Sponsors and State Host Agencies</u></p> <p>This file includes contracts, budget sheets, invoices, status reports, and related correspondence.</p>	<p>Retain for five (5) years, then destroy.</p>
16	<p><u>The Special Grant Planning Unit</u></p> <p>This file contains subgrant records which include much the same information as BOS records, such as subgrant copies, fiscal reports and related correspondence.</p>	<p>Retain for five (5) years after expiration of grant (subgrant) and until resolution of all audits, then destroy.</p>

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Item No.	Description	Retention
17	<p><u>Prime Sponsor Comprehensive Employment and Training Plans</u></p> <p>This file contains the State Employment and Training Council (SETC) Unit records.</p>	<p>Retain for three (3) years, then destroy.</p>
18	<p><u>Quarterly Report of Maryland Prime Sponsors</u></p> <p>This file includes copies of the quarterly reports of Maryland Prime Sponsors, and is maintained by the SETC Unit.</p>	<p>Retain for two (2) years, then destroy.</p>
19	<p><u>SETC and SETC Committee Meetings</u></p> <p>This file consists of minutes of the meetings.</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
20	<p><u>National Employment and Training Programs</u></p> <p>This file consists of the notifications of nationally funded programs including computer printouts of national employment and training programs.</p>	<p>Retain for three (3) years, then destroy.</p>
21	<p><u>Fiscal Unit Subgrant Records</u></p> <p>This includes copies of subgrants, subgrant modifications, monthly fiscal reports and closeout documents,</p>	<p>Retain for five (5) years after expiration of grant (subgrant) and until resolution of all audits, then destroy.</p>
22	<p><u>Monitoring and Evaluation Unit Subgrantee Records</u></p> <p>This includes copies of subgrants, monthly reports, on-site visit reports and evaluation reports.</p>	<p>Retain for five (5) years after expiration of grant (subgrant) and until resolution of all audits, then destroy.</p>

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Item No.	Description	Retention
23	<p><u>Programmatic Reporting Unit CETA Records</u></p> <p>This includes records for CETA participants enrolled in BOS and Special Grant programs. Each participant folder contains CETA intake and termination forms, records of CETA participation and related correspondence.</p>	<p>Retain for five (5) years from date of enrollment and until resolution of audits, then destroy.</p>
24	<p><u>TEO Hearing Officer's Records</u></p> <p>This file consists of files of CETA related complaints. File folders contain CETA Complaint Records, hearing notices, hearing decisions and related information.</p>	<p>Retain for five (5) years after resolution of complaint, then destroy.</p>
25	<p><u>Personnel Folders</u></p> <p>The Clerical Unit maintains a personnel folder for each TEO employee which includes employee evaluations, leave records, time sheets, etc.</p>	<p>Retain for five (5) years after termination of employment, then destroy.</p>
26	<p><u>Correspondence Records</u></p> <p>The Clerical Unit maintains correspondence records to and from subgrantees, the Department of Labor and other parties.</p>	<p>Retain for five (5) years, then destroy.</p>

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Item No.	Description	Retention
<p>EQUAL OPPORTUNITY OFFICE (EOO)</p>		
27	<p><u>Case Records - Complaints of Discrimination</u></p> <p>Upon determining that complaints are to be investigated by the Equal Opportunity Office in accordance with the DHR Complaint Procedure, the CETA Complaint or the ES Complaint Procedure case records are prepared. These records would include the complaint of discrimination forms #50, DHR 120, DHR 121, DHR 243 and/or ETA 8429, information gathered in the process of investigating cases of complaints of discrimination, the report on findings and determinations, Settlement Agreements and other documents necessary to the investigation and resolution of complaints alleging discriminatory behavior.</p>	<p>Retain for five (5) years after close of case, then destroy.</p>
28	<p><u>Compliance Reviews - Report Folders</u></p> <p>During the preparation for on-site and in office monitoring of local ESA, SSA, and IMA offices folders are prepared to retain any or all of the following: notification of visit, purpose of visit, (routine or complaint investigation), annual monitoring forms (SSA), compliance review report, and all documents necessary to the conduct of compliance reviews. Separate folders are prepared for each local office (ESA) and for each county (SSA) or facility (SSA).</p>	<p>Retain for five (5) years after completion of investigation, then destroy.</p>
29	<p><u>Periodic Federal and State Reports</u></p> <p>Upon receipt of guidelines or instructions for the completion and submittal of federal and State reports, folders are prepared to retain: the guidelines and/or instructions, appropriate federal or State forms, data collection forms, notification to local offices/units/departments of required input and responses, completed reports and other documents necessary to completion and submittal of these reports.</p>	<p>Retain for three (3) years, then destroy.</p>

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Item No.	Description	Retention
30	<p><u>E00 Program Records</u></p> <p>Upon federal or State notification of new E00 programs developed or to be developed, folders are prepared to retain: federal or State guidelines on the development or implementation of the program, written descriptions of the program and other documents necessary to the development or implementation of the program. In one such program (Management Development Program), confidential files are established to retain assessment records of program participants.</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
31	<p><u>General Correspondence</u></p> <p>Upon completion of correspondence to DHR administrative staff, clients, claimants, employees, etc., copies are made and retained in binders by DHR agency and date. Separate monthly folder of outgoing correspondence is circulated to the E00 staff at the end of each month and subsequently chronologically filed.</p>	<p>Retain for five (5) years, then destroy. Retain chronological file for one (1) year, then destroy.</p>
32	<p><u>Budget and Fiscal Planning Records</u></p> <p>Upon completion of various budgetary and fiscal matters, appropriate forms are filed by form number and/or subject. These files would include any of the following: the departmental and E00 budget, DHR forms 99A, MS551, DHR 91, 553 and 531 and other documents and forms related to budgetary or fiscal matters.</p>	<p>Retain for five (5) years, then destroy.</p>

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MARYLAND SERVICE CORPS		
	<u>Enabling Grant Program Records</u>	
33	<p><u>Host Agency Records</u></p> <p>Public and private non-profit human service agencies in critical areas of need apply to Maryland Service Corps (MSC) to become host agencies of the MSC enabling grant program; if accepted for host agency status, they are eligible to seek enabling grant support for volunteers who contract to provide a specific minimum amount of service over time. Records are maintained for each host agency consisting of the application, correspondence to and from, and site visit reports resulting from MSC monitoring operations.</p>	<p>Retain for three (3) years from the conclusion of an agency's participation in the program, and until all audit requirements are fulfilled, then destroy.</p>
34	<p><u>Volunteer Case Records</u></p> <p>MSC monitors all volunteer placements with host agencies where enabling grant support occurs for fiscal and administrative purposes. A case record is maintained for each volunteer receiving enabling grant support. The record folder includes: volunteer application, memorandum of agreement, quarterly reports, W-4 forms, correspondence to, from, and pertaining to the volunteer.</p>	<p>Retain for three (3) years from the conclusion of a volunteer's participation in the program and until all audit requirements are fulfilled, then destroy.</p>
35	<p><u>Volunteer Payroll Management Records</u></p> <p>Monthly Reports Time Sheets Leave Records Monthly Payroll Print-Outs</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
36	<p><u>Program Manuals</u></p> <p>Host agency and volunteer operating manuals are produced to provide information on program rules and regulations, policies, and operations. A folder includes planning papers, working papers, drafts, camera ready copy and art work, published copy.</p>	<p>Retain for life of program and for three (3) years after cessation. Retain permanently after that time whatever illustrates program development; destroy the remainder.</p>

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Item No.	Description	Retention
37	<p><u>Data Collection</u></p> <p>To provide for productive, efficient volunteer placement support, planning and evaluation, data is collected regarding:</p> <p style="padding-left: 40px;">Attrition Distribution (by geography and by type of service) Projections</p> <p><u>Special Proposal and Programming Records</u></p>	<p>Screen annually. Discard material no longer needed. Retain permanently material illustrating program development and policy.</p>
38	<p><u>Program Proposals (Grant and/or Non-Grant)</u></p> <p>In the course of actions to support and generate voluntary action in the provision of critical human services, MSC develops a variety of grant and non-grant program proposals as it is appropriate and feasible to do so; these may relate to MSC only, to one or more public or private non-profit agencies, to the Department itself, or some combination of the above. Records would include planning papers, background and resource materials, working papers, proposal drafts, proposal as submitted, any addenda, correspondence.</p>	<p>For proposals which do not become operational, screen annually and discard material not needed for conduct of business; for proposals which become operating programs, retain for three (3) years after their completion, then destroy.</p>
39	<p><u>Grant Programs</u></p> <p>MSC is a grantee or sub-grantee from time to time for programs relating to voluntary action in human and social services (egs. - Program for Local Service - ACTION Grant; Western Maryland Volunteer Program - CETA Grant). Program records include the following: grant document, modification(s), and rules and regulations; budget control materials (cost code information, bills, requisitions, vouchers, monthly expenditure printouts); monthly financial status reports; quarterly and/or annual financial reports; program narrative reports; personnel records; volunteer case records; volunteer payroll printouts; program correspondence; evaluation and follow-up.</p>	<p>Retain for five (5) years after completion of grant program, and until all audit requirements are fulfilled, then destroy.</p>

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Item No.	Description	Retention
40	<p><u>Technical Assistance and Outreach Programming Records</u></p> <p><u>Conference/Workshops/Meetings</u></p> <p>MSC provides technical assistance concerning voluntary action in critical human services through production and co-production of conferences, workshops, and meetings. Records for this kind of activity include planning and work papers, correspondence, promotional materials, resource materials, correspondence, evaluation materials.</p>	<p>Screen annually, and destroy materials no longer needed for conduct of business. Materials which illustrate program development and continuity retain permanently for eventual transfer to the Hall of Records.</p>
41	<p><u>Maryland Service Corps Publications</u></p> <p>MSC develops and publishes a variety of publications including descriptive pamphlets, resource tools and documents, training materials, research papers, operating manuals. Records consist of planning and resource materials, rough drafts and other work papers, art work, correspondence, camera ready copy, publication copy.</p>	<p>Retain for the life of the publication, after which point retain only that material needed for conduct of business or to illustrate program policies and development; plus, retain one copy of all publications permanently.</p>
42	<p><u>Information and Resource Materials</u></p> <p>The MSC maintains a sizeable collection of information and data resource materials relating to: <u>delivery of human/social services in the public and private sectors</u>; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in human/social services, volunteer management, voluntary action research and scholarship; personnel management. Materials are filed by subject, by program or organizational title, or by geographic locale (local, state, national, international).</p>	<p>Screen annually, destroying materials not needed for conduct of business.</p>
43	<p><u>Periodic Information Fliers, Newsletters, and News Notes</u></p> <p>In conjunction with outreach and technical assistance to volunteers, host agencies, and other human services agencies, MSC produces occasional informational fliers, news notes, and newsletters. Records pertaining to these items include planning and working papers, resource materials, art work, camera ready copy, publication.</p>	<p>Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.</p>

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Item No.	Description	Retention
	<u>Administration and Operations</u>	
44	<u>Planning and Evaluation Records</u>	
	Unit start-up, policy planning and implementation (subject arrangement of enacting legislation, rules and regulations, policy development and implementation).	Retain permanently.
45	<u>Budget Preparation</u>	
	Subject and fiscal year arrangement of: directives, working papers, request as transmitted to DHR, special directives and/or modification requests and responses to same, budget as enacted.	Retain for three (3) years and until all audit requirements have been fulfilled, then screen and destroy what is no longer needed for conduct of business.
46	<u>Performance Indicators</u>	
	Files arranged by fiscal year, and accompanied by working papers, directives, data, measurements, etc.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
47	<u>Program Reports</u>	
	Monthly and annual, statistical and narrative.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
48	<u>Advisory Council - Membership</u>	
	Legislation describing membership roster, correspondence, re-appointments/terminations.	Screen annually, discarding materials no longer needed. Correspondence - Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.

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Item No.	Description	Retention
49	<u>Advisory Council - Business</u>	
	Correspondence to and from, meeting notices, meeting minutes, recommendations/actions.	Screen annually, discarding materials not needed for conduct of business or to illustrate development and continuity. Correspondence - Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Minutes and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall or Records.
50	<u>Purchasing and Accounting Records</u>	
	Requisition Forms Purchase Orders Bills Invoices Expense Account Forms Monthly Expenditure Print-Outs Inventory Cards Correspondence	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. Correspondence - Retain for three (3) years, then screen and destroy all material not needed for conduct of business.
51	<u>Audit Records</u>	
	Legislative Audit Reports Other Audit Reports	Retain legislative audit reports ten (10) years, then destroy. Retain other audit reports permanently.
52	<u>Operating Procedures</u>	
	Programming and unit administrative operating procedures developed as appropriate and necessary.	Screen annually and discard materials no longer needed for conduct of business.

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Item No.	Description	Retention
53	<p><u>Staffing Records</u></p> <p>Positions</p> <ul style="list-style-type: none"> - Position Descriptions Applications (MS-100's and resume's) DOP rules, regulations, directives <p>Actions</p> <ul style="list-style-type: none"> Personnel transactions Probation and Annual Efficiency Rating Reports <p>Personnel</p> <ul style="list-style-type: none"> Individual Personnel File (MS-100, resume, MS-22, leave record, correspondence, copies of all personnel transactions, reports) <p>Time Sheets</p>	<p>Screen annually and discard material no longer needed for conduct of business.</p> <p>Retain for three (3) years, then destroy.</p> <p>Retain for duration of employment with unit and four (4) years following, then destroy.</p> <p>Retain for three (3) years, then destroy.</p>
54	<p><u>Correspondence</u></p> <p>Correspondence with other DHR administrative offices, consisting of incoming and out-going memoranda, directives, reports, letters; arranged by source, chronologically (and by subject, as appropriate)</p> <p>General - External and internal subject arrangement of incoming and outgoing, and in-house, letters, memoranda, directives, reports, studies, press releases.</p>	<p>Screen annually, retaining only what is necessary to conduct business and illustrate policy and program development and continuity.</p>

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Item No.	Description	Retention
55	<p>MARYLAND COMMISSION FOR WOMEN (MCW)</p> <p><u>Personnel Records</u></p> <p>The personnel files include:</p> <p>A. Records of personnel actions pertinent to former and current staff, resumes/roster questionnaires of persons interested in appointments to boards and commissions.</p> <p>B. Copies of DOP and DHR Division of Personnel policies and procedures.</p> <p>C. Copies of MCW policies and procedures; resumes/biographies of former and current MCW commissioners.</p>	<p>Retain for five (5) years, then destroy.</p> <p>Retain until superseded, then destroy.</p> <p>Retain permanently for eventual transfer to the Hall of Records.</p>
56	<p><u>MCW Meeting Minutes</u></p> <p>Arranged by year and month, this file contains the official copy of the minutes of MCW meetings.</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
57	<p><u>Correspondence files include:</u></p> <p>A. Copies of all MCW correspondence to staff, commissioners, agencies, individuals, etc. maintained by year and months.</p> <p>Copies of monthly activity summaries which include statistical information relative to MCW activities.</p> <p>B. Mailing lists of individuals, organizations, agencies and others to whom MCW regularly distributes publications and information regarding women's issues.</p> <p>C. Records of written and telephone requests for publications maintained by year and month.</p> <p>D. Records of Official Reports of MCW.</p>	<p>Retain for five (5) years, then destroy.</p> <p>Retain until updated, then destroy.</p> <p>Retain for three (3) months, then destroy.</p> <p>Retain permanently for eventual transfer to Hall of Records.</p>

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Item No.	Description	Retention
58	<p><u>MCW Task Forces/Committees/Liaisons Files</u></p> <p>Individual files on MCW task forces, committees, and liaisons such as women offenders, rape and sexual offenses, women and substance abuse, domestic violence, etc.</p>	<p>Retain all special studies and reports for eventual transfer to the Hall of Records. Retain all working papers for five (5) years, then destroy.</p>
59	<p><u>Financial Records</u></p> <p>This file includes: records on budget allocations by fiscal year, records of supply requisitions by fiscal year, records of printing requisitions by fiscal year.</p>	<p>Retain for five (5) years, then destroy.</p>
60	<p><u>MCW Publications Records</u></p> <p>Publications files include copies of all MCW publications. Included are brochures, pamphlets, reports, etc., on such subjects as: Women: Where Credit is Due, Sexual Harassment, Guidelines for Victims of Rape and Sexual Offenses, Continuing Education, Battered: A survival Manual for Battered Women, etc.</p>	<p>Retain one official copy of each publication permanently.</p>
61	<p><u>Nationwide Commissions for Women</u></p> <p>Records are maintained of pertinent information regarding Commissions for Women throughout the U.S. Individual records include information re: composition and purpose, activities; staffing and budget and publications.</p>	<p>Retain as long as needed for reference purposes or until superseded, then destroy.</p>
62	<p><u>Legislative Records</u></p> <p>Legislative files include: copies of written or oral testimony presented before the Maryland General Assembly and U.S. Congress on women's issues; copies of legislative alerts distributed to commissions for women and other women's organizations; copies of bills introduced in the Maryland General Assembly and the U.S. Congress; legislative reports and analyses. Legislative files are maintained to provide a record of the legislative actions/activities of the Commission and as a source of information regarding legislative issues of importance to women.</p>	<p>Retain for five (5) years, then destroy.</p>

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Item No.	Description	Retention
63	<p><u>Organizations/State Agencies Records</u></p> <p>Organizations/State Agencies Records include: files on individual organizations and agencies having related interests in women's issues.</p>	Retain for five (5) years, then destroy.
64	<p><u>General Records</u></p> <p>General Records include individual files of general information, publications, etc. on issues of interest to the MCW, i.e., Rape, Reproductive Rights, Health, Insurance, Inheritance, Credit, Displaced Homemakers, Child Care, Education, etc.</p>	Retain as long as needed for reference purposes, then destroy.

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Item No.	Description	Retention
GOVERNOR'S COMMISSION ON MIGRATORY LABOR		
65	<u>Commission Information File</u> Commission membership list Commission reconstruction file Minutes of meetings Commission budget Program objectives Migrant camp list, conditions, trends Regulations and codes regarding migrant labor Executive order creating Commission Miscellaneous file	Retain file permanently for eventual transfer to the Hall of Records.
66	<u>Reports File</u> Agency reports - reports submitted to Commission by member agencies. Committee reports - reports submitted by Commission committees such as Housing, Crewleader, Social Services, etc. Annual reports - Commission annual reports. CPA reports - Monthly reports submitted to CPA. CETA reports - Monthly Narrative and fiscal reports submitted to ETO. Media reports - Newspaper articles about migrant labor.	Retain permanently for eventual transfer to the Hall of Records.
67	<u>Correspondence File</u> Intra-agency memoranda and letters -- incoming and outgoing. Inter-agency memoranda and letters -- incoming and outgoing.	Retain for three (3) years, then screen and destroy all material not needed for conduct of business. Directives and other material relating to planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.

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Item No.	Description	Retention
68	<p><u>Personnel and Purchasing File</u></p> <p>Job descriptions and duties of staff Personnel policies and procedures Property record cards Time sheets Travel expense records Requisition for supplies Purchase orders</p>	<p>Retain for five (5) years after CETA funding is discontinued, then destroy.</p>
69	<p><u>Federal and State Reviews File</u></p> <p>A-95 Clearinghouse Reviews Federal Register Reviews Legislative reference materials</p> <p>-- all related to migratory labor, include programs such as food stamps, CETA-303, child labor, migrant health, education, etc.</p>	<p>Retain for five (5) years after CETA funding is discontinued, then destroy.</p>