

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1023-5

PAGE
NO. 1 of 20

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HUMAN RESOURCES, COMMUNITY SERVICES ADMINISTRATION

AGENCY

DIVISION

Item No.	THIS SCHEDULE SUPERSEDES SCHEDULE #861 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 Services 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>Women's Services Program</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the operations of the Women's Services Program. 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>
3	<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</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4/16/85 Lawrence E. Hunt Spec. Dir.
Date Signature Title

7/18/85 [Signature]
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1023-5

PAGE
NO. 2 of 20

Item No.	Description	Retention
4	<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>office, retain permanently for eventual transfer to Hall of Records.</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>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>
6	<p><u>Community Services Block Grant</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the operations of the Community Services Block Grant. 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>Maryland Energy Assistance Program</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the Maryland Energy Assistance Program. 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</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1023-5

PAGE
NO. 3 of 20

Item No.	Description	Retention
8	<p><u>Weatherization Assistance Program</u></p> <p>Contained in this record are all communications, correspondence and materials relating to the Weatherization Assistance Program. Also included are personnel records relative to the unit.</p> <p style="text-align: center;">MARYLAND ENERGY ASSISTANCE PROGRAM</p> <p style="text-align: center;">Local Administering Agencies</p> <p>The Maryland Energy Assistance Program (MEAP) is administered at the local level in all 24 jurisdictions by either the Local Departments of Social Services, Community Action Agencies or local government agencies. The following records are maintained on these agencies:</p>	<p>office, retain permanently for eventual transfer to Hall of Records.</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>
9	<p><u>Contracts</u></p> <p>A. Local agency administrative contracts are initiated each federal fiscal year to provide operating funds at the local level.</p> <p>B. Local agency benefit contracts are initiated each federal fiscal year for the issuance of benefit payments to MEAP clients.</p>	<p>Retain for three (3) years from the conclusion of the term of the contract agreement and until all audit requirements are fulfilled, then destroy.</p> <p>Retain for three (3) years from the conclusion of the terms of the contract agreement and until all audit requirements are fulfilled, then destroy.</p>
10	<p><u>Financial Records</u></p> <p>Local agency budget requests, operating budgets, monthly administrative expenditure reports and monthly benefit expenditure reports by fiscal year.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
11	<p><u>Management Records</u></p> <p>A. Comprehensive Monitoring Reviews are performed each fiscal year to analyze the administrative, financial and programmatic aspects of the local programs.</p> <p>B. Weekly reports of local agency workload activity on client intake, funds expended and obligated for energy assistance are generated for current program year.</p> <p>C. Data Processing Reports generated on a monthly basis on the current program year.</p> <p>D. All MEAP client applications (regular & crisis assistance) taken during current program year.</p> <p style="text-align: center;">Central Office Administrative Records</p> <p>The following records are maintained on the overall statewide operation of the MEAP.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>
12	<p><u>Purchase of Service Agreements</u></p> <p>Public and private non-public agencies provide services to the Maryland Energy Assistance Program through service agreements.</p>	<p>Retain for three (3) years from the conclusion of the purchase of service agreement and until all audit requirements are fulfilled, then destroy.</p>
13	<p><u>Financial Records</u></p> <p>These consist of budget requests, operating budgets, purchase orders and requisitions, expense account forms arranged by fiscal year.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>
14	<p><u>Legislative Records</u></p> <p>These include bills filed in the Maryland General Assembly, copies of written testimony, bill evaluations, fiscal notes, and federal legislation enacted which affect energy assistance programs.</p>	<p>Retain for five (5) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1023-5

PAGE
NO. 5 of 20

Item No.	Description	Retention
15	<p><u>Program Manuals</u></p> <p>MEAP Operating Manuals are produced each fiscal year to provide information on program rules and regulations, policies and operations. A folder includes planning papers, working papers, drafts and final copy.</p>	Retain for life of program.
16	<p><u>Information and Resource Materials</u></p> <p>The MEAP maintains a sizeable collection of information and resource materials relating to energy assistance programs and self-help support.</p>	Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.
17	<p><u>Program Planning and Policy Development</u></p> <p>These records include regulations, policy development and implementation.</p>	Retain permanently.
18	<p><u>Audit Records</u></p> <p>Legislative and program audits.</p>	Retain for five (5) years, then destroy.
19	<p><u>Organizations</u></p> <p>These include files on individual organizations having interests in energy assistance.</p>	Screen annually, discarding materials not needed for conduct of business.
20	<p><u>Correspondence</u></p> <p>This includes correspondence with the MEAP 20 local administering agencies; other DHR administrative offices, other state and local agencies, organizations and individuals, as well as letters prepared for Governor's or Secretary's signature arranged by subject and chronologically.</p>	Retain for five (5) years, then destroy.
21	<p><u>Personnel Records</u></p> <p>These include personnel policies and procedures; personnel transactions; probation and annual efficiency rating reports; individual personnel files; time sheets, etc.</p>	Retain for three (3) years and/or retain for duration of employment with program and three years following, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
22	<p><u>Conferences/Workshops/Meetings</u></p> <p>This includes materials used to conduct conferences and workshops, agendas, brochures, handouts, promotional and evaluation materials.</p>	<p>Screen annually discarding materials not needed for conduct of business.</p>
23	<p><u>State Level Hearings</u></p> <p>This includes hearing records held at the state level on individuals not satisfied with the decision rendered at the local agency level.</p> <p>COMMUNITY SERVICES BLOCK GRANT PROGRAM</p> <p>Central Office Administrative Records</p> <p>The following records are maintained on the overall statewide operation of the CSBG Program.</p>	<p>Retain for five (5) years, then destroy.</p>
24	<p><u>Subgrantee Contracts</u></p> <p>Public and private non-profit agencies provide services to the Community Service Block Grant Program through subgrantee contracts.</p>	<p>Retain for three (3) years from the conclusion of the term of the purchase of service agreement and/or until audit requirements are fulfilled, then destroy.</p>
25	<p><u>Financial Records</u></p> <p>These consist of budget requests, operating budgets, purchase orders and requisitions, expense account forms arranged by fiscal year.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>
26	<p><u>Legislative Records</u></p> <p>These include bills filed in the Maryland General Assembly, copies of written testimony, bill evaluations, fiscal notes, and federal legislation enacted which affect anti-poverty programs.</p>	<p>Retain for five (5) years, then destroy.</p>
27	<p><u>Information and Resource Materials</u></p> <p>The CSBG Program maintains a sizeable collection of information and resource materials relating to anti-poverty programs and self-help support.</p>	<p>Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
28.	<p><u>Program Planning and Policy Development</u></p> <p>These records include regulations, policy development and implementation.</p>	Retain permanently.
29.	<p><u>Audit Records</u></p> <p>Legislative and program audits.</p>	Retain for five (5) years, then destroy.
30	<p><u>Organizations</u></p> <p>These include files on individual organizations having interests in assistance.</p>	Screen annually, discarding materials not needed to conduct of business.
31	<p><u>Correspondence</u></p> <p>This includes correspondence with the CSBG 16 local administering agencies, other DHR administrative offices, other state and local agencies, organizations and individuals, as well as letters prepared for Governor's or Secretary's signature arranged by subject and chronologically.</p>	Retain for five (5) years, then destroy.
32	<p><u>Personnel Records</u></p> <p>These include personnel policies and procedures; personnel transactions; probation and annual efficiency rating reports; individual personnel files; time sheets, etc.</p>	Retain for three (3) years and/or retain for duration of employment with program and three years following, then destroy.
33	<p><u>Conferences/Workshops/Meetings</u></p> <p>This includes materials used to conduct conferences and workshops, agendas, brochures, handouts, promotional and evaluation materials.</p>	Screen annually discarding materials not needed for conduct of business.
<p style="text-align: center;">MARYLAND WEATHERIZATION ASSISTANCE PROGRAM</p> <p style="text-align: center;">Subgrantees</p> <p>The Maryland Weatherization Assistance Program (WAP) is administered at the local level in all 24 jurisdictions by either the local Offices on Aging, Community Action Agencies or local government agencies. The following records are maintained on these agencies:</p>		

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
34	<p><u>Contracts</u></p> <p>Subgrantee contracts are initiated each federal fiscal year to provide operating funds at the local level.</p>	<p>Retain for three (3) years from the conclusion of the term of the contract agreement and until all audit requirements are fulfilled, then destroy.</p>
35	<p><u>Financial Records</u></p> <p>Subgrantee budget revision request, operating budgets, monthly expenditure reports by fiscal year.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>
36	<p><u>Management Records</u></p> <p>A. Comprehensive Monitoring Reviews are performed each fiscal year to analyze the administrative, financial and programmatic aspects of the local programs.</p> <p>B. Monthly reports of local agency workload activity on client intake. Funds expended and obligated for weatherization assistance are generated for current program year.</p> <p>C. All MEAP/WAP client applications taken during current program year.</p> <p>MARYLAND WEATHERIZATION ASSISTANCE PROGRAM</p> <p>Central Office Administrative Records</p> <p>The following records are maintained on the overall statewide operation of the MWAP.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>
37	<p><u>Purchase of Service Agreements/Contracts</u></p> <p>Public and private non-profit agencies provide services to the Maryland Weatherization Assistance Program through service agreements/contracts.</p>	<p>Retain for three (3) years from the conclusion of the term of the purchase of service agreement and until all audit requirements are fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1023-5

PAGE
NO. 9 of 20

Item No.	Description	Retention
38	<p><u>Financial Records</u></p> <p>These consist of budget requests, operating budgets, purchase orders and requisitions, expense account forms arranged by fiscal year.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>
39	<p><u>Legislative Records</u></p> <p>These include bills filed in the Maryland General Assembly, copies of written testimony, bill evaluations, fiscal notes, and federal legislation enacted which affect MEAP and WAP programs.</p>	<p>Retain for five (5) years, then destroy.</p>
40	<p><u>Program Manuals</u></p> <p>MWAP Operating Manuals are produced each fiscal year to provide information on program rules and regulations, policies and operations.</p>	<p>Retain for life of program.</p>
41	<p><u>Information and Resource Materials</u></p> <p>The MWAP maintains a collection of information and resource materials relating to the weatherization assistance program.</p>	<p>Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.</p>
42	<p><u>Program Planning and Policy Development</u></p> <p>These records include regulations, policy development and implementation.</p>	<p>Retain permanently.</p>
43	<p><u>Audit Records</u></p> <p>Legislative and program audits.</p>	<p>Retain for five (5) years, then destroy.</p>
44	<p><u>Organizations</u></p> <p>These include files on individual organizations having interests in weatherization assistance.</p>	<p>Screen annually, discarding materials not needed for conduct of business.</p>
45	<p><u>Correspondence</u></p> <p>This includes correspondence with the MWAP 17 subgrantees, other DHR administrative offices, other state and local agencies, organizations and individuals, as well as letters prepared for Governor's or Secretary's signature arranged by subject and chronologically.</p>	<p>Retain for five (5) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

FORM RM 1A
REV. 2/75

SCHEDULE
NO. 1023-5

PAGE
NO. 10 of 20

Item No.	Description	Retention
46	<p><u>Personnel Records</u></p> <p>These include personnel policies and procedures; personnel transactions; probation and annual efficiency rating reports; individual personnel files; time sheets, etc.</p>	<p>Retain for three (3) years and/or retain for duration of employment with program and three years following, then destroy.</p>
47	<p><u>Conferences/Workshops/Meetings</u></p> <p>This includes materials used to conduct conferences and workshops, agendas, brochures, handouts, promotional and evaluation materials.</p>	<p>Screen annually, discarding materials not needed for conduct of business.</p>
48	<p><u>State Level Hearings</u></p> <p>This includes hearing records held at the state level on individuals not satisfied with the decision rendered at the local agency level.</p>	<p>Retain for five (5) years, then destroy.</p>
<p>WOMEN'S SERVICES PROGRAM</p>		
49	<p><u>Purchase of Service Agreements</u></p> <p>Public and private non-profit agencies provide services to Battered Spouses, Displaced Homemakers, Homeless Women, and victims of Sexual Assault through purchase of service agreements. Records are maintained for each service provider consisting of the purchase of service agreement, application for funding, monthly expenditure reports, service reports, correspondence and evaluative materials concerning the provider's performance under the terms of the agreement, BB-4's, and contract amendments.</p>	<p>Retain for three (3) years from the conclusion of the term of the purchase of service agreement and until all audit requirements are fulfilled, then destroy.</p>
50	<p><u>Contract Solicitations</u></p> <p>Each fiscal year, the Department issues a request for proposals for service providers. The proposals are evaluated and scored by a review panel. Records consist of the Request for Proposals, agencies to which it was sent, reviewer's scores and comments, recommended funding allocations.</p>	<p>Retain for five (5) years from the conclusion of the contract year and until all bid challenges are resolved, then destroy.</p>
51	<p><u>Financial Records</u></p> <p>These consist of budget requests, operating budgets, purchase orders and requisitions, expense account forms, arranged by fiscal year.</p>	<p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
52	<p><u>Legislative Records</u></p> <p>These include bills filed in the Maryland General Assembly, copies of written testimony, bill evaluations, fiscal notes, and federal legislation enacted which affect women's services programs.</p>	<p>Retain for five (5) years, then destroy.</p>
53	<p><u>Information and Resource Materials</u></p> <p>These include articles, pamphlets, reports, handbooks and informational data relating to the delivery of human/social services.</p>	<p>Screen annually, destroying materials not needed for conduct of business.</p>
54	<p><u>Program Planning and Policy Development Records</u></p> <p>These records include regulations, program and monitoring reports, circular letters, special directives, and materials developed by adjunct programs used for planning of services.</p>	<p>Screen annually, discarding materials not needed for conduct of business.</p>
55	<p><u>Organizations</u></p> <p>These include files on individual organizations having interests in women's services issues.</p>	<p>Screen annually, discarding materials not needed for conduct of business.</p>
56	<p><u>Audit Records</u></p> <p>Legislative and program audits.</p>	<p>Retain for five (5) years, then destroy.</p>
57	<p><u>Personnel Records</u></p> <p>These include MS-22's, personnel transactions, and staff resumes, personnel policies and procedures.</p>	<p>Retain for duration of employment with unit and four (4) years following, then destroy. Screen policies annually and destroy obsolete material.</p>
58	<p><u>Correspondence</u></p> <p>This includes correspondence with other DHR administrative offices, other state and local agencies, organizations and individuals, as well as letters prepared for Governor's or Secretary's signature, arranged by subject and chronologically.</p>	<p>Screen annually discarding materials not needed for conduct of business.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
59	<p><u>Conferences/Workshops/Meetings</u></p> <p>This includes materials used to conduct conferences and workshops, agendas, brochures, handouts, promotional and evaluation materials.</p> <p>MARYLAND COMMISSION FOR WOMEN (MCW)</p>	<p>Screen Annually, discarding materials not needed for conduct of business.</p>
60	<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>
61	<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>
62	<p><u>Correspondence files include:</u></p> <p>A. Copies of all MCW correspondence to staff, commissioners, agencies, individuals, etc. maintained by year and month.</p> <p>Copies of monthly activity summaries which include statistical information relative to MCS 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) years then destroy.</p> <p>Retain permanently for eventual transfer to Hall of Records.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1023-5

PAGE
NO. 13 of 20

Item No.	Description	Retention
63	<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>
64	<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>
65	<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>
66	<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>
67	<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>
68	<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>	<p>Retain for five (5) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
69.	<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> <p>MARYLAND SERVICE CORPS</p> <p><u>Enabling Grant Program Records</u></p>	<p>Retain as long as needed for reference purposes, then destroy.</p>
70	<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>
71	<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>
72	<p><u>Volunteer Payroll Management Records</u></p> <p>Monthly Reports Time Sheets Leave Records Monthly Payroll Printouts</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
73	<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>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
74.	<p><u>Data Collection</u></p> <p>To provide for productive, efficient volunteer placement support, planning and evaluation, data is collected regarding:</p> <p>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>
75	<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 <u>not</u> 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>
76	<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 (e.g., 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><u>Technical Assistance and Outreach Programming Records</u></p>	<p>Retain for five (5) years after completion of grant program, and until all audit requirements are fulfilled then destroy.</p>
77	<p><u>Conferences/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>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1023-5

PAGE
NO. 16 of 20

Item No.	Description	Retention
78	<p><u>Maryland Service Corps Publication</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>
79	<p><u>Information and Resource Materials</u></p> <p>The MSC maintains a sizeable collection of information and data resource materials relating to delivery of human/social services in the <u>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>
80	<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><u>Administration and Operations</u></p>	<p>Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.</p>
81	<p><u>Planning and Evaluation Records</u></p> <p>Unit start-up, policy planning and implementation (subject arrangement of enacting legislation, rules and regulations, policy development and implementation).</p>	<p>Retain permanently.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1023-5

PAGE
NO. 17 of 20

Item No.	Description	Retention
82	<p><u>Budget Preparation</u></p> <p>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.</p>	<p>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.</p>
83	<p><u>Performance Indicators</u></p> <p>Files arranged by fiscal year, and accompanied by working papers, directives, data, measurements, etc.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
84	<p><u>Program Reports</u></p> <p>Monthly and annual, statistical and narrative.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
85	<p><u>Advisory Council - Membership</u></p> <p>Legislation describing membership roster, correspondence, re-appointments/terminations.</p>	<p>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.</p>
86	<p><u>Advisory Council - Business</u></p> <p>Correspondence to and from, meeting notices, meeting minutes, recommendations/actions.</p>	<p>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</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
		of the office, retain permanently for eventual transfer to Hall of Records.
87	<u>Purchasing and Accounting Records</u>	
	Requisition Forms Purchase Orders Bills Invoices Expense Account Forms Monthly Expenditure Printouts 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.
88	<u>Audit Records</u>	
	Legislative Audit Reports Other Audit Reports	Retain legislative audit reports ten (10) years, then destroy. Retain other audit reports permanently.
89	<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.
90	<u>Staffing Records</u>	
	A. Positions	
	Position Descriptions Applications (MS-100's and resumes) DOP rules, regulations, directives	Screen annually and discard material no longer needed for conduct of business.
	B. Actions	
	Personnel transactions Probation and Annual Efficiency Rating Reports	Retain for three (3) years, then destroy.
	C. Personnel	
	Individual Personnel File (MS-100, resume, MS-22, leave record, correspondence, copies of all personnel transactions, reports)	Retain for duration of employment with unit and four (4) years following, then destroy.
	D. Time Sheets	Retain for three (3) years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
91	<p><u>Correspondence</u></p> <p>Correspondence with other DHR administrative offices, consisting of incoming and outgoing 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 style="text-align: center;">GOVERNOR'S COMMISSION ON MIGRATORY LABOR</p>	<p>Screen annually, retaining only what is necessary to conduct business and illustrate policy and program development and continuity.</p>
92	<p><u>Commission Information File</u></p> <p>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</p>	<p>Retain file permanently for eventual transfer to the Hall of Records.</p>
93	<p><u>Reports File</u></p> <p>Agency reports - reports submitted to Commission by member agencies.</p> <p>Committee reports - reports submitted by Commission committees such as Housing, Crewleader, Social Services, etc.</p> <p>Annual reports - Commission annual reports.</p> <p>CSA reports - Monthly reports submitted to CSA.</p> <p>Media reports - Newspaper articles about migrant labor.</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
94	<p><u>Correspondence File</u></p> <p>Intra-agency memoranda and letters - incoming and outgoing.</p> <p>Inter-agency memoranda and letters - incoming and outgoing.</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</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1023-5

PAGE
NO. 20 of 20

Item No.	Description	Retention
95	<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>planning and policy that illustrate the development of the office, retain permanently for eventual transfer to Hall of Records.</p> <p>Retain for five (5) years after CETA funding is discontinued, then destroy.</p>
96	<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>