

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1029

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT

Community Development Administration
Home Improvement Programs

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>Rejected, Withdrawn and Cancelled Loan Application Files</u></p> <p>Contains credit application, credit report, property and financial data for the applicant, and general correspondence relative to processing loan applicants who are ineligible and inactive under the Maryland Housing Rehabilitation Program, the Residential Energy Conservation Program, and the Home and Energy Loan Programs.</p>	<p>Retain for seven (7) years, then destroy.</p>
2.	<p><u>Loan Files</u></p> <p>Contains Loan Documents, Plans and Specifications, property and financial data, credit information, general correspondence, and loan payment histories for the Maryland Housing Rehabilitation Program, the Residential Energy Conservation Program, the Energy Bank Program and the Home and Energy Loan Programs.</p>	<p>Retain in office until loan matures; transfer to the State Records Center for seven (7) years, then destroy.</p>
3.	<p><u>Prepayments, Foreclosures, Bankruptcy Discharges</u></p> <p>Contains legal notices, paid mortgages/deeds of trust, loan documents, plans and specifications, property and financial data, credit information, general correspondence, and loan payment histories for loans which have been prepaid, foreclosed, or discharged through bankruptcy.</p>	<p>Retain in office until case is closed and for one (1) year thereafter; transfer to the State Records Center for six (6) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

7/8/85 B. Rose Acting Director
Date Signature Title

7/16/85 Charles State Archivist
Date Signature Title