

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1039

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Local and Regional Development
Maryland State Arts Council

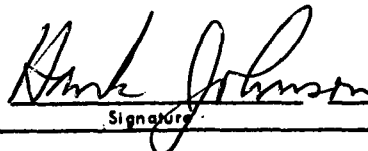
AGENCY

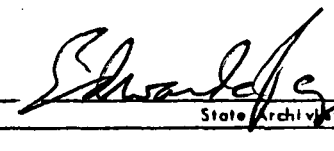
DIVISION

Item No.	Description	Retention
	<u>SUPERSEDES SCHEDULE NO. 604</u>	
1	<p><u>Grant Applications from Arts Organizations</u></p> <p>File contains grant applications, supporting documents, grant notification or denial letters, and final reports.</p>	<p>Retain in office four (4) years after award is made and until all audit requirements have been fulfilled, then destroy.</p>
2	<p><u>Federal Grants File</u></p> <p>File contains grant applications to Federal Government, grant letters, correspondence, and final reports.</p>	<p>Retain in office seven (7) years. Transfer to the State Records Center for three (3) additional years, then destroy.</p>
3	<p><u>Council Meeting Information</u></p> <p>File includes such monthly council meeting information as agenda, grant summaries, program reports, and minutes.</p>	<p>Retain permanently for eventual transfer to the State Archives.</p>
4	<p><u>General Information File</u></p> <p>Includes copies of correspondence, memorandums, reports, studies, surveys, news releases, and other miscellaneous material.</p>	<p>Retain in office for five (5) years. Transfer to the State Records Center for three (3) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

9/24/85  Executive Director
Date Signature Title

10/16/85  State Archivist
Date Signature

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
5	<p><u>General Administrative File</u></p> <p>Contains copies of non-record general accounting records such as grant approvals and invoices processed for payment.</p>	Retain in office for five (5) years, then destroy.
6	<p><u>Artists Slide Registry</u></p> <p>File contains information on artists registered with the Maryland State Arts Council including resumes, slides, and exhibition announcements.</p>	Retain permanently.